

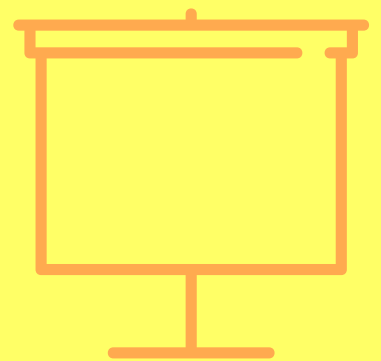
# VIRTUAL MEETING & INTERVIEW ETIQUETTE TIPS



HERE'S OUR BEST SUGGESTIONS...

## KEEP IT NEUTRAL

Make sure the background for your virtual meeting or interview is neutral and that you are sitting in an appropriate spot - no wild or offensive posters on the wall behind you.



## DRESS TO IMPRESS



Wear a professional interview outfit from head-to-toe. This is still a proper job interview! Your interviewer(s) will absolutely notice your attire & appearance - and these will be taken into consideration as part of your interview and if you are the right person for the position. It's all about being professional, respectful, and prepared.

## SLOW IT DOWN

Speak slowly and articulate. When we're nervous, we can sometimes speed through our sentences, but this could be dangerous in a Zoom interview. Internet connection can be spotty, so you might cut out randomly. Your interviewer will have an easier time picking up on what you're saying if you slow down and speak clearly.



## CHANGE YOUR MINDSET



Treat and prepare for the actual interview like you would an in-person interview. Do your research, prepare questions, use any notes sparingly (they can see you, so it shouldn't look or sound like you are reading off something), and remember to "make eye contact" by centering the interview window under your webcam.

**REMEMBER TO SMILE AND BREATHE!**

For more virtual meeting and interview support, reach out to [careerservices@mmm.edu](mailto:careerservices@mmm.edu)