

# VIRTUAL INTERVIEWS:

## TIPS FOR MOUNT CARMEL RESIDENCY APPLICANTS

### Preparing for a Virtual Interview:

#### ► Gather Information About the Interview

- Video interview platform
- Number of interviewers
- Interview length
- Types of interview questions
- Skills assessed during the interview
- Identify a Suitable Environment and Technology
- A stable internet connection
- A computer with a good webcam and microphone. Avoid using a mobile phone.
- A private, quiet and well-lit space that is free of distractions where you can be alone.

#### ► Practice Describing Your Experiences

- Conduct mock interviews

#### ► Practice with Technology

- For a live video interview, practice with peers or advisors using the computer and interviewing platform.
- Check your microphone and camera to make sure they are working well, and the picture and sound are not poor quality.
- Check your internet speed. Sometimes switching from Wi-Fi to a wired ethernet connection improves your internet speed. If your home's internet connection is too slow, consider going to a local library or find space at your school where you can do the interview in a private room with stable Wi-Fi.
- Make a note of how the camera and microphone are positioned so you can recreate a setup that works when you log in to the system to complete your actual interview.
- Look at the device's camera, not at the screen, and keep your head and shoulders centered in the camera's view.
- If possible, record yourself so you can get a sense of your eye contact, sound quality, and whether you're fidgeting, swiveling in your chair or making distracting gestures, such as covering parts of your face. Try to present a calm, engaged demeanor during the interview.

### Setting Up:

#### ► Technology

- We recommend using a computer or tablet with a good webcam and microphone. Although a mobile phone may be used, a laptop or tablet improves stability.
- Allow time before the interview starts to conduct a technology check:
  - Double-check your microphone and camera to make sure they are working well.
  - Position your camera and microphone as you did when you practiced.
  - Shut down all programs on your device so that no alerts, notifications or other electronic interruptions distract you.
  - Make sure your device is fully charged. Carry a charger with you and make sure you can plug into an outlet in case there is a problem with your battery.
- Have a backup plan in case the technology fails—this may be as simple as providing your phone number to the interviewer in advance.

## ► Environment

- Identify a private, quiet, well-lit space where you can complete the interview by yourself, free of potential distractions, and where you can speak freely. Make sure you have control over the background noise. Avoid open spaces in libraries and places where you could be interrupted such as coffee shops and other communal spaces. Consider completing the interview at home or find a space offered by your school.
- Avoid having sources of bright light such as sunlight and lamps directly behind you because they will cast a shadow on you. Instead, make sure a light source is in front of you so the interviewer can see you clearly. If you are interviewing at night, make sure there's a lamp available that can light up your face.
- Consider the backdrop you will use during your interview and try to keep it clean, neat and free of distractions.
- Try to have an outlet nearby in case you need to plug in your device.

## ► Presentation

- Dress professionally, as you would for an in-person interview.
- Position the camera at eye level so it looks like you are looking directly at the interviewer.
- Try to be rested and focused. As with any formal interview, you want to be able to focus on understanding the questions, crafting coherent responses and presenting your best self.

## Completing the Interview:

### ► Responding to Questions

- Focus on providing detailed examples of behavior that you engaged in from your experiences when responding to questions.
- Use clinical and nonclinical experiences in your responses, as appropriate.
- Provide detailed responses and avoid speaking in generalities. Typically, one strong example is better than several weak or tangential examples.
  - Do not provide patient information that could be used separately or in combination to identify a patient, such as names, locations, diagnoses or other distinguishing characteristics. Refer to a patient as “the patient.”
  - If your response may portray another person in a negative light, do not provide information that could be used separately or in combination to identify that person, such as a name, title, location or other distinguishing characteristic.
- Provide a complete response to each question. In general, when responding to:
  - Behavioral questions: share past experiences and be sure to discuss the situation or task you encountered, the actions you took and the outcome of your actions.
  - Situational questions: discuss the actions you should take, why you should take those actions and what you would expect the result of your actions to be.

## Quick Tips:

- Test your technology.
- Minimize distractions.
- Practice, don't memorize.
- Monitor your body language.
- Look at the video camera, not the screen.
- Dress professionally.
- Make sure to have good lighting.



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