

The power of **PREPARATION**



8 Great Tips on How to Prepare for Your Virtual Interview

Congratulations on your upcoming interview with Mutual of Omaha. We look forward to learning more about your background and qualifications. The following are tips on how to prepare for the big day. Good luck!

1. Test Your Technology

- The minute you agree to a virtual interview, test your technology to ensure you're set up for success.
- Check your Internet connection and confirm your camera and microphone are working.
 - If the picture is grainy or you're experiencing an echo, you might need to buy a mini webcam with a built-in microphone—which is hard to do five minutes before the interview, so don't procrastinate.
- On the day of, test your equipment and Internet connection again.

2. Set the Scene and Minimize Distractions

- While testing your technology, determine where to take the interview. Find a room with optimal lighting, preferably near a window, or a blank wall to guarantee you're the focal point of the conversation.
- Whether you sit on your living room couch or in your home office, tidy up your surroundings. It might be best to face the door if possible, so the camera is facing away from it when children or anyone else in your home may walk in the room. That way the manager won't see them.

- Once settled, eliminate all distractions. Turn off the TV, silence your cell phone, and close any nearby windows to muffle neighborhood traffic.
- You can blur your background on Teams to minimize distractions behind you.

3. Be Prepared

- Just because you're on a computer doesn't mean you can search the web for answers mid-interview, so avoid clicking around. You want to appear focused and ready to answer any questions without the help of the Internet.
- Research the company ahead of time and jot down notes for easy reference.
- Print out a copy of your resume, so that you don't forget key talking points.

4. Practice, Don't Memorize

- You don't want to sound robotic throughout your interview—whether answering or asking questions, or giving your elevator pitch. It's easy to tell if you aren't being genuine, so it's a good idea to run through a few practice rounds with a friend or family member. This will give you a chance to rehearse with different personalities and answer a variety of different questions. While it may be awkward, you'll have a safe atmosphere to make mistakes and learn from them, so you're better prepared for the real thing.

5. Monitor Your Body Language

- You can't firmly shake a hiring manager's hand or easily exude enthusiasm via video. But what you can do is monitor your body language.
- The main way to communicate confidence is to sit up straight, smile, and keep the camera at eye level.
- Research shows that employers are more likely to remember what you said if you maintain eye contact, so keep your focus on the camera when talking, not on the image of the hiring manager.

6. Dress the Part

- Dress professionally as you would for an in-person interview.

7. Make a Connection

- You never know how many interviews a company may conduct for a position. You might be at the end of a long list of people the hiring manager spoke to that day. This is why it's important to make a connection. Don't be afraid to have a short discussion about a common interest. The manager might enjoy the break from the routine questions they have to get through.
- It's not easy to connect with everyone, but it's a crucial part of a virtual interview. You want the interviewer to be able to remember a personal story you told or a common interest you share. This is the best way to keep from blending in with the other applicants.

8. Be Yourself

- A key task for the manager is determining whether you would be a good fit for the company's culture. This can be challenging during a virtual interview because there is a physical disconnect. It's more difficult for the interviewer to understand your enthusiasm through the screen, so make sure you're expressive when answering questions.



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