

Coalfire's guide to virtual interviews

WHAT IS A VIRTUAL INTERVIEW?

In a virtual interview, candidates and Coalfire employees meet and interact using video and web conferencing services to create an experience similar to an in-person interview. Whether your interview takes place virtually or in person, your goal is the same: Make a lasting impression and move forward in the hiring process!

WHAT CAN YOU EXPECT WHEN YOU'RE SCHEDULED FOR A VIRTUAL INTERVIEW?

Before your interview, your recruiter will let you know whom you'll speak with and share details to help you prepare for your interview - just as if you were coming into our office to meet the team.

Be prepared: Your interviewer will ask you to turn on your webcam. If you aren't comfortable in front of the camera, now's the time to practice!

WHAT STEPS SHOULD YOU TAKE TO PREPARE FOR A VIRTUAL INTERVIEW?

PREPARE YOUR SPACE	
Choose a quiet place	Make sure there will be no interruptions so you can think clearly, and your interviewer can easily hear you.
Remove distractions	If there are a lot of background noises and distractions, your interviewer(s) may think this is the type of environment you will be working in.
Eliminate clutter	Visual clutter can be distracting during video interviews. It may be looked at as a sign of work style, work ethic, and productivity level, so make sure you portray a professional work environment.
PREPARE YOURSELF	
Make sure you're comfortable with your technology	Is your internet connection reliable? Is your webcam set up and configured properly? What about your microphone? Do a test run to ensure your interview goes off without a hitch.
Dress to impress	The interviewer will look at what you are wearing to assess professionalism. Dress as if you're attending an in-person interview.
Formulate your questions	Your interviewer shouldn't ask all the questions. You are interviewing us just as much as we are interviewing you - so come prepared with thoughtful questions.
WHEN IT'S TIME TO INTERVIEW	
Be yourself and let your personality shine through	Being true to yourself is the best way to share what you can offer and determine if you are the right fit.
Follow up	Once the conversation is finished, send a follow-up email or LinkedIn message. Not only does this reinforce your interest in the role and show professionalism, it gives your interviewer a chance to address any remaining questions.