

REMOTE INTERVIEWS

How to make a good impression in interviews conducted using the phone or other technology platforms

In this tipsheet, you'll learn about the intricacies of interviewing for jobs remotely. Phone and video interviews are becoming more common and you may find that you speak with employers from a distance before meeting them in person.

Before the interview

- Confirm logistics in advance – who is contacting whom, when, and how
- Request accommodations, if necessary
- Record the names of the interviewers
- Find a quiet, private and appropriately lit space for your interview
- Download, if necessary, and test technology in advance
- Have quick access to your resume and the job description
- Dress up – this will put you in a professional mindset
- Turn off/mute all electronic distractions (e.g. phone ringer, app and computer notifications)

Phone tips

Use a land-line if possible, or ensure you are in an area with reliable cellphone reception to avoid dropping the call.

During the interview

- Limit the amount of reference notes – use this information only when needed
- Don't read from a script
- Make sure you and the interviewer(s) can hear each other
- Allow for a pause after the employer asks a question to ensure they have finished speaking
- Rephrase questions to ensure you understand
- Jot down key words when being asked questions, if helpful in keeping you focused in your responses
- Ask for clarification or for the question to be repeated, if necessary
- Smiling will help you sound more confident and relaxed
- Avoid tapping and shuffling—microphones pick up background noise
- Use a headset, if necessary

Want to learn more?

Check out our [Interview workshops](#) and [Interview tipsheet](#) to learn how to effectively answer interview questions. Our Resource Area also has interview book resources available to borrow.

Career Services offers [Drop-in Career Advising](#) to answer quick questions related to all aspects of your career planning and job search on Monday to Thursday from 1:30pm to 3:30pm.

You can also book Career Consultation appointments with a career counsellor for 1-1 practice.

Video tips

Ensure you're not sitting in front of a bright source of light, like a window, or underneath an overhead light.

Make sure your surroundings and background are clean and professional.

Position your camera so that it's angled just slightly down at your eyes.

Ensure you're not too close to the camera, which may lead to image distortion.