

Virtual RA Interview Best Practices

- Sign-up early for an interview slot so you have the greatest selection of times available. If possible, select a time for your interview that allows you to have at least one hour before and after your next appointment. This will ensure you can take some time to focus before the interview and will allow some additional time if the interview goes longer than scheduled or if you need to delay the interview due to technical issues.
- Confirm your availability and the time zone you will be calling to/from for the date of your interview. Be sure you provide your phone number to interviewers just in case there is a technical issue or an unforeseen circumstance that requires them to get in touch with you.
- Confirm the method of your interview (Zoom, Google Hangout, etc.) and test your computer and camera hardware *well before* your interview to confirm that everything works properly.
- Choose a quiet space to do your interview with a strong WIFI signal.
- Inform your roommate and/or family when and where you are doing your interview so they take care not to interrupt you or diminish your WIFI signal.
- Standard interview dress, *even online*, is professional or semi-professional. Do not interview in your pajamas or casual clothing.
- Have a pen/paper at hand during your interview to write down follow-up questions, write down details, or to jot down subjects that you would like to speak more about later.
- Put your phone in another room during your interview. Studies show even the presence of a phone on silent mode degrades conversation and distracts us. Do not risk distraction or interruption during your interview process.
- Consider the lighting and camera angles of the room you will be using for the interview. We want to be able to see your face and interact with you easily. Natural or artificial light sources should be behind the camera, not in front of it.
- Spend some time thinking about why you want to be an RA. Write down at least two questions you have about the role or the program and make time to ask these questions during your interview.
- Talk to former program RAs about the culture of your program, the role of the RA, and how to best contribute to the life and work of your program.