

TIPS FOR A SUCCESSFUL VIRTUAL INTERVIEW



1

PROFESSIONAL WORK SPACE

- Don't go outside. Natural noises such as cars, animals, and wind can be very distracting.
- Choose a quiet, carpeted room. Hardwood floors and empty rooms can create an echoing sound.
- Find a space with a neutral wall and no posters.
 - Don't use busy backgrounds or virtual templates.
- Use a private space to minimize background noises and interruptions.



2

PRACTICE YOUR LIGHTING

- Arrange your camera with natural lighting in front of you, not behind you.
- Lamps and standing lamps create more shadows compared to overhead lighting.
- Consider LED lights if using desk lamps.

3

VIRTUAL TECHNOLOGY

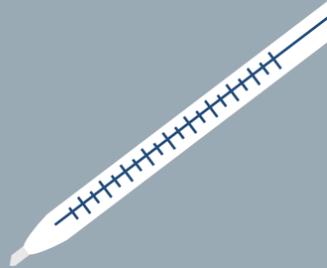
- Ensure your internet browser supports the virtual technology to avoid delays or dropped calls.
- If you use a VPN, you may need to disconnect to access the conference.
- Consider times when you need to mute yourself or turn off the camera.
 - Between interviews, stretching, drinking water, using the restroom.
- Place your meeting browser near your webcam so you are looking into the camera.
 - Avoid moving your camera while the video is on.



4

DO NOT DISTURB

- Double check that all devices (i.e. phones, tablets, computers) are silenced and notifications are disabled.
- Most devices have the option to turn on "do not disturb" to avoid notification pop-ups.



5

PREPARE YOUR TECHNOLOGY

- Ensure that your device is charged and connected to the internet.
- Test your microphone prior to your virtual meeting.
 - Create a test meeting with friends/family.
 - Ensure microphones are muted upon entry of video call.
 - Only unmute if speaking to avoid feedback and interruptions.
- While cell phones can have good cameras, avoid using them as your primary source to remove temptation of moving while on-camera in a meeting.



6

DRESS FOR SUCCESS

- Dress professionally from top to bottom. Do not wear anything too low cut. You don't want to stand up and be embarrassed!
- Make sure your hair is styled out of your face for a clear image.
- Ensure your background is a good contrast from your skin tone to make sure you do not fade into the background.



7

MULTITASKING

- Place all of your focus into your virtual meeting or interview; do not answer emails, texts, or work on other projects.
- Be mindful of your body language and facial expressions.
- Have a notepad or other device ready to take notes vs. switching screens or typing on same device.



ASHP MIDYEAR MEETING CHECKLIST



As you get ready for the ASHP Midyear Clinical Meeting & Exhibition, reference this list for effective preparation!

1 REGISTER FOR MIDYEAR

- Consider registering for PPS (PGY2 programs, Fellowships, employment).
- 2020 Midyear Clinical Meeting: free registration for student, resident and technician ASHP members.



2 PREPARE YOUR CV AND LETTERS OF INTENT

- Have your CV reviewed by professors, preceptors, mentors, friends, etc.
- Letter of intent should be concise, personal and unique; they heavily impact your application.



3 PRACTICE INTERVIEWING SKILLS

- Research frequently asked questions.
- Prepare a list of your strengths/weaknesses and examples for situational questions.
- Set up mock interviews.
- Practice with InterviewStream (free for ASHP members)



4 IDENTIFY YOUR PROSPECTIVE PROGRAMS

- Visit ASHP.org for information regarding residency program schedules and virtual timeslots.
- Narrow your residency or fellowship options by geography, setting, size, or the history of residency program.



5 PLANNING YOUR SCHEDULE

- Review the conference schedule and note what you will be doing each day including interviews, posters, sessions, showcases, and networking sessions.
- Identify opportunities.
 - Educational Sessions
 - Can be narrowed by educational tracks based on areas of interest.
 - Exhibit Hall
 - Learn for yourself how these innovative companies and their products are helping to define what is important to your patient care, your practice and your career.
 - Promotional Theater
 - Special Events
 - Includes opening session by the keynote speaker and other unique sessions.
 - Networking Opportunities
 - Roundtable Sessions
 - Poster Sessions



6 ITEMS FOR SUCCESS

- Dependable technology.
- Program list, schedule, interview questions.
- Notebook & pen.
- Calendar or agenda for prospective dates.



VISIT THESE ONLINE RESOURCES

- [ASHP Residency Directory](#)
- [ASHP Information for Prospective Residents](#)
- [Tips and Tricks for Navigating the Virtual Showcases](#)

