**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.
- 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