



Virtual Interviews at Indiana University Health

Virtual interviews are growing in popularity as technology is able to provide a welcoming experience for both the interviewers and the candidate. While it can feel uncomfortable at first, using a video platform for an interview allows for more natural interaction and creates a face-to-face feel, even when you are not in the same space. IU Health has prepared the following tips to help ensure a great virtual interview experience.



Indiana University Health



Preparing for a Virtual Interview

The hiring manager or scheduler will send you information including the date, time, tool or app to use and how to access it.

- Watch the [Virtual Interviewing Guide Video](#) found on the IU Health Careers website
- Download the app or create a login account to make sure you have access
- Test your audio and video settings in advance on your personal device (computer, smartphone, etc)

Setting up your interview space

Tips for setting up your interview space on the day of your interview:

- Join the interview in a well-lit room
- Align your webcam or smartphone so the interviewer has a clear view of your face
- Dress professionally
- Minimize clutter in the background
- Silence your phone and other devices that might make noise during the interview
- Wear headphones if you have them and shut windows and doors to help minimize outside noise and echoes

Tip: Log into the video interview a few minutes early to get your technology set up and ready by the time the interview is scheduled to start.

Making a good first impression

You may be feeling nervous to meet the hiring manager, interviewers or peers as you would during an in-person interview. Simple steps to help ease your anxiety before your virtual interview:

- Take a few minutes before the interview to take deep breaths
- Have a glass of water nearby to sip if your mouth gets dry
- Make eye contact regularly with your webcam throughout the interview, just as you would make eye-contact in person
- Sit up straight in your chair and keep your shoulders relaxed
- Take notes on paper to avoid navigating multiple programs on your computer or personal device
- Be prepared to ask questions

We're looking for people who are inspired by challenging and meaningful work for the good of every patient and the best fit for the job. Your experience as a candidate is important to us and we hope this guide will help you prepare for your virtual interview.



Indiana University Health

Search careers and apply today at iuhealth.org/careers.