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# Prep for Success in your Virtual Interview

July 2020

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# Congratulations! You're invited to an interview.



## What is a virtual interview?

- What technology do I need?
- What is the interview platform?
- Where will I complete a virtual interview?
- What is the interview process?
- How do I prepare for the interview questions?

# Agenda

What is a virtual interview?

Finding a suitable environment

Practicing with technology and the interview platform

Preparing for and responding to interview questions

# What is a virtual interview?

**Live** – video conferencing technology connects you with an interviewer who will ask you questions for you to respond to

**Asynchronous or On-Demand** – video interview technology (not an interviewer) presents questions and video records your responses



# Finding a suitable environment

# Find a suitable environment

- Private, quiet
- Free of potential distractions, to the extent possible
- Well-light (window, lamp, etc.)
- Neat backdrop, free of distractions
- Nearby outlet

**Think carefully and creatively about your interview space.** Consider both traditional (e.g., room with a desk) as well as unconventional (e.g., car) spaces that will allow you to stay calm and remain focused.

## What if I don't have a suitable space at home?

Consider private spaces in:

- Local libraries
- Community centers
- Local colleges or universities

Ask the interviewing institution what space they may be able to make available.

# Practicing with technology

# Practice with technology and the platform

## What do I need?

- Computer, tablet, or smartphone with:
  - Web camera
  - Microphone
- Stable internet connection
- Access to the interview platform\*

\*Review the institution's virtual interview instructions for any additional requirements.

## Prepare

- Complete a tutorial, if available
- Practice using the interview platform
- Note contact info for tech support, if available

## Setup

- Consider the setup and position of technology
- Test the technology just before the interview
- Review log-in information and navigation instructions



# What if I don't have a computer, camera, or WiFi?

- Can you use a computer, web camera, or WiFi of a close friend or family member?
- What technology or WiFi is available at
  - local libraries?
  - community centers?
  - colleges/universities?
- What resources is the institution making available to applicants?
- What other options is the institution offering applicants?

# Overcoming technology or location mishaps

## Possible obstacles

- Computer or AV quality issues
- Internet dropping
- Interruptions (e.g., dogs, roommates, children)
- Incoming calls, emails, messages

## Prepare to overcome these obstacles

- Provide your contact info to the interviewer in advance
- Keep the institution's process for what to do if a technical issue occurs nearby
- Keep your computer plugged in or have an outlet nearby
- Notify others in your interview location that you will be interviewing
- Turn off email or other message notifications

# If something goes wrong... keep calm, carry on

- An unexpected interruption...
  - Take a deep breath
  - Regain your focus
  - Continue with your interview
- A technical issue...
  - Stay calm
  - Follow instructions on what to do, if provided
  - Notify the interviewer or interview coordinator



# Preparing for interview questions

# Types of interviews

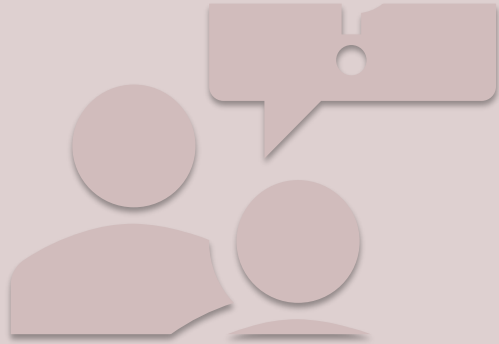
## Less structured

- One interviewer
- Questions are tailored to each applicant based on the application
- General questions

## More structured

- Questions focus on important competencies or skills required for success
- Same/similar questions asked of all applicants; limited follow-up questions
- Behavioral or situational questions
- Responses scored based on a rubric or rating scale
- Multiple interviewers

# Types of questions



## Behavioral

Describe previous experiences to demonstrate your level of knowledge and skills or extent of experiences



## Situational

Describe what you should or would do in a hypothetical situation to demonstrate your knowledge and skills or extent of experience



## General

Describe yourself broadly

# Identify sample experiences

- ✓ Consider the competencies or skills assessed in the interview
- ✓ Review your resume or CV
- ✓ Reflect on your experiences and learning
- ✓ Discuss your experiences with your pre-health advisor
- ✓ Identify situations that allowed you to best exemplify your skills
- ✓ Create a brief list of experiences that showcase your competencies and skills

# Use the STAR model



## Situation/Task

What was the task, issue, or problem?

What led up to the situation?

Who was involved?



## Actions

What did you do to address the situation?

What did you consider when deciding on a course of action?



## Results

What were the results or consequences of the actions taken?



**Details are critical to providing a complete, comprehensive response**



# Summary

# Know what to expect

- Live or asynchronous
- Virtual interview platform
- Number of interviewers
- Interview length
- Types of questions
- Competencies or skills assessed



# Applicant checklist

## Ready...

- Dress professionally
- Identify a suitable environment
- Practice using the technology and have a back up plan ready
- Review your resume and reflect on relevant experiences

## Set...

- Scan your room
- Setup your interview space
- Minimize technology-driven distractions or interruptions

## Go!

- Stay calm, focused
- Consider the interview question
- Provide a detailed response

**Best of luck in your interview!**