Duke UNIVERSITY

Duke University Virtual Interview Guide for Candidates

Welcome to Duke University, and congratulations on securing an interview! This guide will help you prepare for a successful virtual interview, from technical setup to professional presentation.

1. Before Your Interview

Technical Preparation

- **Test Your Technology:** A few days before your interview, test your camera, microphone, and internet connection. Make sure everything is working properly.
- **Find a Quiet Space:** Choose a private, well-lit location where you won't be interrupted. Let household members know you have an interview and ask them to keep noise to a minimum.
- **Set Up Your Background:** Your background should be clean, simple, and free of distractions. A blank wall or a tidy room is ideal. Avoid busy patterns or clutter.
- **Charge Your Devices:** Ensure your computer, phone, and any other devices you are using are fully charged or plugged in. Have a backup plan in case of technical issues, like having the meeting link and phone number handy on your phone.

Your Professional Presence

- **Dress the Part:** Dress as you would for an in-person interview. This shows professionalism and respect for the opportunity.
- **Prepare Your Materials:** Have a copy of your resume, a notepad, and a pen ready. Use this to take notes on key information, questions, or next steps.
- **Research Duke University:** Research the department, the role you're interviewing for, and the larger Duke University, Understand their mission, values, and recent news. This will help you tailor your answers and ask thoughtful questions.
- **Practice Your Answers:** Rehearse answers to common interview questions, especially those about your experience and how it aligns with the job description. Practice speaking clearly and confidently.

2. During Your Interview

First Impressions

- **Join on Time:** Join the meeting a few minutes early to ensure you're ready. This demonstrates punctuality and eagerness.
- **Introduce Yourself:** Greet the interviewer with a warm smile and a confident verbal greeting. Maintain eye contact by looking directly at your webcam.

- **Manage Your Body Language:** Sit up straight and use hand gestures naturally to express yourself. Your body language should convey confidence and enthusiasm.

Answering Questions

- **Be Concise and Clear:** Provide direct and clear answers to questions. Avoid rambling or going off-topic.
- **Use the STAR Method:** When asked about your experience, use the STAR method to structure your answers:

  Situation: Describe the context of the event.

  Task: Explain your specific role or goal.

  Action: Detail the steps you took to complete the task.

  Result: Share the positive outcome of your actions.

- **Stay Engaged:** Show that you're an attentive listener by nodding, smiling, and reacting to what the interviewer says. This is key to building rapport.

3. Ending the Interview

Asking Questions

Prepare Thoughtful Questions: Have a list of questions ready to ask the interviewer. This shows you are interested and have done your research.

Examples of questions:

"What are the biggest challenges someone in this role would face?"

"How does this team collaborate with other departments?"

"What does success look like in this role after the first 90 days?"

Final Steps

- **Thank the Interviewer:** Express your gratitude for their time and for the opportunity to interview.
- **Clarify Next Steps:** Ask about the timeline for the hiring process and what to expect next.
- **Send a Follow-Up Thank You:** Within 24 hours of your interview, send a thank you email to each person you spoke with. Briefly reiterate your interest in the role and mention something specific from your conversation.

Good luck! Duke University looks forward to learning more about you.