



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Steps To Landing Your Next Job

Virtual Interview Best Practices

1.	Plan. Prepare. Practice. The job announcement is a hint of the types of relevant information the questions will seek during the interview.
2.	Ensure your background is simple and orderly. Try to have an environment free of distraction (as much as possible).
3.	Dress professionally. Know the culture but err on the side of caution and ensure you are dressed appropriately.
4.	Know your resume. Be confident in your experience, knowledge, skills and abilities. If you're honest, you'll be able to speak on them.
5.	Do your research ahead of time and know about the company so that you are able to ask meaningful questions if you are presented the opportunity.
6.	Get comfortable with the platform you will be using for the interview (Zoom, Skype, etc.) so that you are familiar with its features.
7.	Make sure the device you are using to conduct the virtual interview is charged, you don't want your interview to be interrupted due to a low battery.
8.	Ensure that you fill the frame nicely. You want to be centered in the screen not off to the side. Set the camera directly in front of you.
9.	Have your camera on. Use appropriate lighting that is not too extreme (bright/dark). You want them to be able to see you as they would if this were an in-person interview.
10.	Follow up immediately if the virtual interview call drops. Send an email or if you have a phone number, reach out and let them know you're still interested.



For Metropolitan's Listing of Available Jobs:

www.mwdh2o.com/careers

