



Recruiting in a virtual environment



Technology tips

- Make sure you understand the technology being used! Whether it's a one-on-one meeting or a large webcast, read any instructions provided ahead of time and take the right steps to use a compatible internet browser or download any necessary apps.
- Use a laptop or tablet whenever possible. If you must use a cell phone, place on a stand so that you are able to maintain a professional setting.
- Test your internet connection and video/audio quality with a friend to make sure everything is in working order.
- Charge your laptop, tablet, or cell phone prior to your meeting.
- Place your cell phone on silent! Turn off distractions on your computer such as email alerts and other notifications.
- When you are not speaking, keep yourself on mute to reduce background noise.

Organizing your workspace

- Keep a calendar to stay organized so you can easily balance class, events, and interviews. Outlook, Google Calendar, or even an old-school planner work to ensure that you never miss a virtual session!
- Always assume you will be on video, so find a quiet, well-lit environment with minimal distractions. You can even utilize blurred backgrounds or professional background images.
- Make sure your roommates/family know you will be participating in a meeting so they can give you space and keep noise down. Surprise visitors, like roommates, kids, or pets, can still happen, but do your best to limit unwanted distractions.
- Grab a pen and paper to jot down notes.
- If you will be speaking directly with an employer, have a copy of your resume nearby if you need to refer to any of your past experiences.

Etiquette in a virtual world

- Check email and your junk folder regularly during recruitment, and be aware if your school account restricts outside emails from being delivered to your inbox.
- Texting can be a great way to stay in touch with your recruiter, but always let them initiate this form of communication. Some recruiters prefer quick questions through text, whereas others prefer communicating through email and calls.
- Call or text during standard working hours (9am - 5pm). Make sure you check your recruiter's time zone if you are being recruited for an office in another part of the country.

Networking, networking, networking

- Schools, employers, and clubs are all scheduling virtual networking events—don't get overwhelmed! You absolutely do not have to attend everything to make yourself stand out.
- Many live webcasts will be recorded, so utilize this option if you have a scheduling conflict.
- Prioritize firm overviews and learning opportunities in your freshmen and sophomore year when you are still determining your interests. As you get closer to being eligible for internship opportunities, prioritize small group or one-on-one coffee chats.

Virtual interviews

- While working from home can be more casual, still treat your interview as a professional event. Dress should be business professional.
- Login no more than 5 minutes before your interview time, and your interviewer will let you into the virtual room at the start of your interview.
- No matter how much you prepare, there can still be technical glitches! If your sound stops working, your video freezes, or your internet spontaneously goes out, don't stress! Your interviewer can help you troubleshoot and get you back on track.
- Be prepared with questions and ask your interviewer for their contact info to follow up with a thank you email after your interview.

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