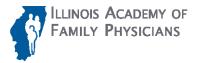
Putting your Best (Virtual) Foot Forward

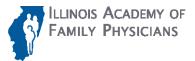
Audrey Hertenstein Perez, MD PGY-3

IAFP Resident President



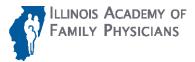
Optimize your Environment

- Designate an environment that is quiet and away from distractions
 - Arrange care for children/pets if possible
- Make sure your background is neutral/free of clutter
 - Tidy up the room you will be using
- Check your lighting (Avoid glare from windows)
- If you do not have a quiet space in your home, consider using a study room at your medical school or local library
- Silence your cell phone
- Disable computer notifications
- Close other windows on your computer screen not relevant to the conference incase you need to share your screen



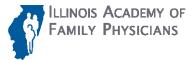
Test the Technology

- Ensure your webcam and microphone are working
- Ensure your internet connection is reliable
 - If you do not have a reliable internet connection at home, ask your medical school to use a study room for the conference
- Ensure your laptop charger is nearby
- If the video conference requires a profile photo, ensure your photo is professionally appropriate
- Do a test run if feasible
- Have a back-up plan if technology fails such as providing your phone number

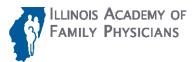


• Dress the Part

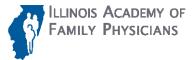
- Dress professionally as you would for the in-person conference
- Consider an outfit that stands out well from the background
- Use a stationary chair to avoid distractions of a swivel chair
- Promote eye contact!
 - Angle your camera slightly downward
 - Look into the camera when responding to questions
- Listen attentively and be mindful of your body language



- Be Flexible
 - Technology will inevitably present difficulties, try to stay calm and go with the flow
 - Be flexible and forgiving
 - Ensure you have the proper link
 - If your audio isn't working, consider dialing in with a telephone for better connection
 - Discuss rescheduling a time if the technology issues cannot be solved



- Be Prepared
 - Research the operation you are meeting with ahead of time
 - Clicking around on the website while you are talking can be distracting
 - Have notes available for easy reference
 - Inform the representative if you are taking notes
 - That way if you look down to write on pen and paper or are typing they will know you are still engaged
 - Come prepared with your questions
 - Ask about genuine interests of yours
 - Ask about things that need clarification from the website
 - Make a connection over common interests
 - Be yourself



References

- <u>https://thalamusgme.com/top-5-video-interviewing-tips-for-residency-and-fellowship-programs/#:~:text=Designate%20a%20specific%20location%20where,and%20blur%20background%20features%2C%20respectively.</u>
- <u>https://online.hbs.edu/blog/post/virtual-interview-tips</u>
- <u>https://www.aamc.org/system/files/2020-</u> 05/Virtual_Interview_Tips_for_Medical_School_Applicants_05142 020.pdf

