

Putting your Best (Virtual) Foot Forward

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Virtual Etiquette

- 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

Virtual Etiquette

- 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

Virtual Etiquette

- 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

Virtual Etiquette

- 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

Virtual Etiquette

- 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

- <https://thalamusgme.com/top-5-video-interviewing-tips-for-residency-and-fellowship-programs/#:~:text=Designate%20a%20specific%20location%20where,and%20blur%20background%20features%2C%20respectivel%20y.>
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- https://www.aamc.org/system/files/2020-05/Virtual_Interview_Tips_for_Medical_School_Applicants_05142020.pdf