

# 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.>
- <https://online.hbs.edu/blog/post/virtual-interview-tips>
- [https://www.aamc.org/system/files/2020-05/Virtual\\_Interview\\_Tips\\_for\\_Medical\\_School\\_Applicants\\_05142020.pdf](https://www.aamc.org/system/files/2020-05/Virtual_Interview_Tips_for_Medical_School_Applicants_05142020.pdf)