VIRTUAL ENGAGEMENT GUIDE

Virtual interviews, portfolio reviews, and meetings are becoming more common (especially during COVID-19). The recipe for a great interaction is the same, only the mode of communication has changed. This guide covers tips, tricks, and considerations for virtual engagement.

TYPES OF VIRTUAL MEETINGS

Interview
An interview is tied to a specific job, internship, or role. Be prepared to show a tailored portfolio and answer questions about your experience, process, and goals.

Portfolio Review
Portfolio reviews, while similar to an interview, do not always have a clear end result such as a job or exhibition. Reviews are a great way to practice speaking about your work, receive feedback, and make connections.

Networking
Now is a great time to use and grow your network. Connect with MICA alumni and creatives you admire, ask questions, be open to feedback and advice, and dig deeper into potential career paths. LinkedIn is a great place to start.

PLATFORMS

For portfolio reviews and networking, it's best practice to ask the person you're meeting with which platform they prefer. For interviews, the employer should provide instructions on the meeting platform.

Zoom: Free account can host up to 100 people for 40 minute meetings. Voice call, video call, and screenshare capabilities.

Google Hangouts: Access through your mica.edu email address. Voice and video calls can host up to 25 people. Screenshare capabilities. May not be accessible to students /alumni in China.

Skype
Free account can host up to 50 people. Voice call, video call, and screenshare capabilities. Live subtitles feature.

PREPARE

Confirm the platform, date, and time zone for your meeting.

Set up an account with the meeting platform and make sure to have an appropriate username and photo.

Do a test call to make sure your visual, audio, and screenshare are functioning properly. Does your portfolio open easily, are reels/animations visible?

Have PDF versions of your current resume and tailored portfolio available to share via email.

If you need to cancel or reschedule the meeting, email or call the contact to let them know. The earlier the better. Missing a meeting without a heads up or explanation is extremely unprofessional.

CREATE A GOOD ENVIRONMENT

Situate yourself in a comfortable, quiet, distraction-free, and well lit environment.

Make sure you have an appropriate background that isn't distracting, messy, or unprofessional. Move anything you don't want seen out of site!

Avoid using your phone as the connection may vary and a hand-held image will be unsteady.

If using a laptop, plug it in, or make sure your battery is fully charged.

Use reliable internet. Ethernet is more reliable than a wireless connection.

Prop your laptop up on books so that it is at eye level. Sit up straight and close enough to the camera that your shoulders and head are visible.

Avoid wearing bright colors or dense patterns.

Avoid interruptions. Turn off your phone and make sure that everyone in your household knows you have a meeting and won't interrupt. If you have a pet, make sure they won't interrupt either.

MEETING TIME!

Log on about 15 minutes early so your contact knows you are ready.

Are you expected to show your website or PDF portfolio? If yes, have those materials open on your desktop. Close all other programs on your computer to avoid the slowing of your system or unexpected distractions.

Look into the camera, not at the screen. You can hide your own image with a sticky note to keep focus.

Take notes. Write down the names of everyone you are meeting with so you can follow up.

FOLLOW UP

After your conversation email the contact and thank them for their time.

Make the email as personal as possible (refer to your notes!).

This is a good time to ask about next steps, reinforce your interest in the position (if applicable), and remind the contact about any resources they offered to share.

It's also a good idea to connect with the contact on LinkedIn.

ADDITIONAL RESOURCES

Career Development Resources

Mastering the Interview Guide

Netiquette Guide

Sending Professional Emails Guide

Tailored Portfolio Guide

mica.edu/career-development
careerdevelopment@mica.edu