



Say your first name, make eye contact, smile, and PAUSE

- 1 Elevate your computer to give the best straight-on view of your face with good lighting
- 2 Test your technology beforehand (internet, sound, etc)
- 3 Move your screen image to be by your camera so you maintain "eye contact"
- 4 Sit down prepared, know what you want to say and why you want this job
- 5 Maintain good posture, and use hand gestures in moderation
- 6 Lean in for big or important moments
- 7 Make sure your background is professional and clean — avoid blurring backgrounds or filters

The Key is in the 4 P's



Practice

- Be clear, concise, and confident
- Incorporating first names
- Smiling
- Hand gestures

Presence

- Stay away from verbal fillers "um, uh, next slide, etc."
- Hand gestures, placement, and home base connections
- Intentional movement and eye contact
- Vocal variety: speed, pitch, volume

Pace

- Take brief moments to breathe
- Engage with pre-planned questions to rest and breathe
- Visualize the experience

Pause

- Pauses bring more value to what is said next, use them strategically



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