

Virtual Interviewing Etiquette

Prepare

1. Research Textron Aviation and review your resume
2. Practice answering interview questions with friends or family
3. Pick out an outfit that is professional to wear

Example professional attire

- Button-up shirt
- Nice jacket
- Tie
- Dress pants/skirt
- Blouse
- Business style dress

Set Up

1. Set-up an organized, neutral background or wall
2. Ensure you have adequate lighting
3. Ensure microphone and camera are turned on and are working properly
4. Eliminate any distractions or noises
5. Position device camera to eye-level

Engage

1. Speak clearly and answer questions to the best of your ability

2. Look at the camera not at the screen
3. Maintain body posture and keep movement minimal
4. Talk about your experiences confidently and be yourself