

ADEA AADSAS® (ADEA ASSOCIATED AMERICAN DENTAL SCHOOL APPLICATION SERVICE)

# VIRTUAL DENTAL SCHOOL INTERVIEWS DOS AND DON'TS



**CONGRATULATIONS** on being invited to a dental school interview! Many interviews will take place virtually. Now's a good time to brush up on how to conduct yourself online and after an interview.



## DOS BEFORE VIRTUAL INTERVIEWS

- ✓ **BE PREPARED, PROMPT AND SEATED** in front of your webcam 15 minutes before the interview is scheduled.
- ✓ **LEARN** the dental school's mission.
- ✓ **FIND A QUIET PLACE** where you will have privacy without any distractions.
- ✓ **SIT IN A CLEAN, WELL-LIT ROOM** where you can be clearly seen. Choose an area with a neutral background.
- ✓ **READ THE INTERVIEW INVITATION** to prepare for the right type of interview: group, one-on-one, MMI.
- ✓ **DO RESEARCH** so as to not ask for information easily found on the school's website.
- ✓ **CHECK YOUR EQUIPMENT.** Use a device that has a secure connection and stable camera.
- ✓ If you plan to use a virtual background, **BE PROFESSIONAL** with your selection and test it early. Change your screen name to your first and last name.
- ✓ Ensure that you **PAY ATTENTION TO THE TIME ZONE** the interview is scheduled in.
- ✓ Get a **GOOD NIGHT SLEEP** the night before your interview.
- ✓ **SHARE YOUR INTERVIEW SCHEDULE** with others to avoid WiFi issues.
- ✓ **SCHEDULE A RECORDED MOCK INTERVIEW** session with your school's career center to receive feedback on your body language.



## DON'TS BEFORE VIRTUAL INTERVIEWS

- ✗ **WAIT UNTIL THE LAST MINUTE** to get ready or double book yourself.
- ✗ **SIT IN A BUSY, NOISY COMMON AREA.** Make sure pets are placed in another room.
- ✗ **SIT AT A WINDOW** with light coming in behind you or sit in the dark.
- ✗ Expect the school to **SOLVE YOUR TECHNICAL ISSUES.**
- ✗ **WAIT UNTIL THE LAST MINUTE** to decide on your background.
- ✗ Wait to the last minute to learn the **DENTAL SCHOOL'S TIME ZONE.**
- ✗ **STAY UP LATE** preparing for your interview.
- ✗ **DOWNLOAD LARGE FILES** or movies during your interview so you won't slow down your internet bandwidth.
- ✗ Assume you will interview well online **WITHOUT PRACTICING.**





## DOS DURING VIRTUAL INTERVIEWS



✓ Make sure that your **CELL PHONE IS TURNED OFF** or on silent.

✓ **DRESS PROFESSIONALLY** from head to toe, focusing on dark or soft colors and shades.

✓ Sit up straight in the center of the frame and make eye contact with the webcam. **BE CALM AND RELAX.** Speak slowly and clearly.



✓ Be genuine, be honest and **SMILE.**

✓ Treat a **VIDEO INTERVIEW** just like an in-person interview.

✓ **BE PREPARED** to show your ID on camera, if asked.

✓ **LISTEN CAREFULLY** to questions and take your time before answering.

✓ Have prepared **QUESTIONS.**

✓ Take **NOTES ON PAPER** verses typing.



## DON'TS DURING VIRTUAL INTERVIEWS

✗ Have **ELECTRONIC DISTRACTIONS** in the room.

✗ **DRESS CASUALLY** in a t-shirt and jeans.

✗ Slouch or sit sideways of the webcam and have **TOO MANY CAFFEINATED DRINKS** that will make you jittery.

✗ **SAY WHAT YOU THINK** the committee members want to hear.

✗ **DISMISS** those not officially interviewing you, especially IT staff.

✗ Provide information or documentation other than **WHAT IS REQUESTED.**

✗ Listen to questions and **RUSH OR JUMBLE** your answers.

✗ **TAKE OVER** the interview by responding with lengthy answers.

✗ **MAKE AVOIDABLE NOISES** like cell phone or computer dings and typing on a keyboard.





## DOS AFTER VIRTUAL INTERVIEWS



- ✓ Send a **THANK YOU EMAIL**.
- ✓ **REACH OUT** if you have not heard from admissions representatives in two weeks.
- ✓ **PRACTICE PATIENCE** as you understand the admission process.
- ✓ If you promised to follow-up with an answer, **DO IT**.
- ✓ Always **BE HUMBLE, COURTEOUS AND POLITE** during your communications.



## DON'TS AFTER VIRTUAL INTERVIEWS

- ✗ Have **GRAMMATICAL ERRORS OR MISPELLED NAMES** in your email.
- ✗ **MAKE EXCUSES** why you have not followed-up with a response.
- ✗ Have alumni, senators, etc., **CONTACTING THE DENTAL SCHOOL** on your behalf.
- ✗ **SPEAK BAD ABOUT THE DENTAL SCHOOL** on social media, to friends or in another school interview.
- ✗ Contact the dental schools **TOO OFTEN**.

