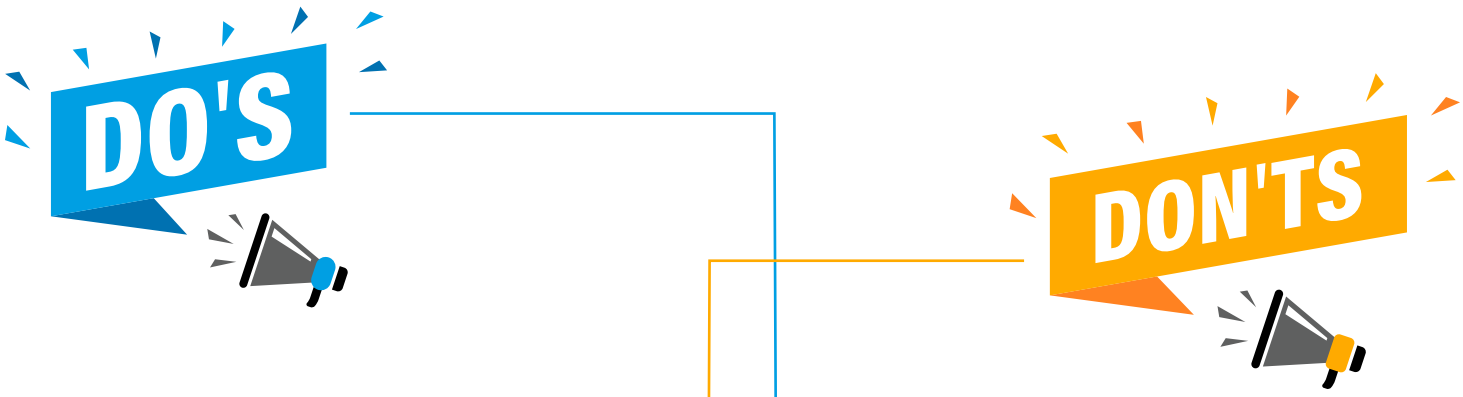
Virtual Pharmacy School Interview Do's and Don'ts



Congratulations on being invited to a pharmacy school interview!

All colleges and schools of pharmacy require an interview as part of the admissions process and most interviews will take place virtually during the current cycle.

Now's a good time to brush up on how to conduct yourself before, during, and after an online interview.

Adapted by the American Association of Colleges of Pharmacy with permission from the American Dental Education Association (2020).

American Association of Colleges of Pharmacy AACP
Pharmacists Help People Live Healthier, Better Lives.

BEFORE
Your Virtual Interview

- ☑ Be prepared, prompt and seated in front of your webcam **15 minutes before** the interview is scheduled.
- ☑ **Learn** the pharmacy school's mission and curricular and programmatic structure of their Pharm.D. program.
- ☑ 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.
- ☑ Visit the **PharmCAS School Directory** and read the interview invitation to prepare for the right type of **interview**.
- ☑ **Research** the school's website so you are familiar with the program and requirements in advance.
- ☑ **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's sleep** before your interview.
- ☑ **Communicate your interview schedule** with others you share wi-fi with to avoid connectivity issues.
- ☑ Schedule a recorded **mock interview** session with your school's career center to receive feedback on your body language.
- ☑ Have a **back-up plan** in place in case of equipment failure or wi-fi issues, such as a phone with the meeting login information prepared.

- ☒ 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 until the last minute to learn the pharmacy school's time zone.
- ☒ Stay up late preparing for your interview.
- ☒ Download large files or movies during your interview. It will slow down your internet bandwidth.
- ☒ Assume you will interview well online without practicing.

DURING
Your Virtual Interview

DO'S

- ☑ 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 have your camera at **eye level**.
- ☑ **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** that reflect you researched the program in advance.
- ☑ Take notes on **paper** verses typing.

DON'TS

- ☒ Have electronic distractions in the room.
- ☒ Dress casually in a t-shirt and jeans.
- ☒ Slouch, sit sideways of the webcam, or have your camera at an awkward angle.
- ☒ Have too many caffeinated drinks that make you jittery.
- ☒ Say what you think the committee members want to hear.
- ☒ Dismiss those not officially interviewing you.
- ☒ Provide information or documentation other than what is requested.
- ☒ Rush or jumble your answers to questions.
- ☒ Take over the interview by responding with lengthy answers.
- ☒ Make avoidable noises like cell phone or computer dings and typing on a keyboard.
- ☒ Ask for information that is easily found on the school's website.

AFTER
Your Virtual Interview

DO'S

- ☑ Send a **thank you** email.
- ☑ **Reach out** if you have not heard from an admissions representative in two weeks.
- ☑ Practice **patience** as you understand the admissions process.
- ☑ If you promised to **follow-up** with an answer, do it.
- ☑ Always be **humble and polite** during your communications.

DON'TS

- ☒ Have grammatical errors or misspelled names in your email.
- ☒ Have alumni, elected officials, or parents contact the pharmacy school on your behalf.
- ☒ Contact the pharmacy schools too often.
- ☒ Make excuses for why you have not followed-up with a response.
- ☒ Complain about the pharmacy school on social media or in another school interview.