



Virtual Interviewing Tips for Candidates

Thank you for your interest in working at Fannie Mae. We sincerely appreciate that you are taking time to learn more about our organization. With the health and well-being of our candidates and employees in mind, all interviews will be conducted using video conferencing applications for the foreseeable future.

Our approach to virtual interviewing

Our goal in virtual interviewing is simple and the same as traditional interviewing – to get to know you better and to give you the opportunity to learn more about Fannie Mae.

As a candidate, you should approach the virtual interview the same as an in-person interview. Be familiar with the job description of the position for which you are interviewing, understand how your experience connects to the opportunity, and come prepared with any specific questions you may have for the interviewer.

The tips below will help ensure that you have a fantastic virtual interviewing experience with us!

Before the virtual interview:

Choose where you will conduct the interview.

- Find a quiet, well-lit room to conduct the interview.
- Ensure you are not sitting with a window or bright light directly behind you. This will backlight you and make you hard to see on camera.
- Try to minimize background distractions – both for you and for the interviewer.

Check your tech.

- Double-check the technology you'll be using and test the camera and audio line. We recommend dialing in using headphones and / or leveraging your phone to ensure audio clarity.
- Ensure that you have a strong internet connection.
- If you cannot connect the day of your interview, please call or email your recruiter as soon as possible.

During the virtual interview:

Establish a back-up plan with your interviewer in case of technical difficulties.

- Give the interviewer your phone number at the beginning of the interview in case either of you run into any technical difficulties with the video. The interviewer will call you back.

Give the interviewer time to respond.

- Be mindful that there may be an audio delay and provide the interviewer with ample time to finish speaking before you respond.

Relax and be yourself.

- We understand that interviews can be challenging but enjoy the experience and let's get to know one another. We invited you to this interview for a reason, so you can take pride in showing us why you would be a great fit for the role and why you are enthusiastic about the opportunity to join Fannie Mae.

Fannie Mae is committed to providing reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship to the company. If you need a reasonable accommodation related to the hiring/application process, you should inform your Talent Acquisition Specialist of your need for accommodation. Our ADA Coordinator will contact you to discuss further the need for accommodations or assistance.