



# How to video interview

# 1. SET UP



Ensure you are set up correctly well before your interview commences.

Make sure your device is functioning well, is in private mode. It is a good idea to make sure you are located in a well-lit and quiet area – eliminating all distractions.

You can test the stability of your internet connection by running a speed test. If you suffer from slow internet, perhaps moving your workstation closer to the router may help.

Switch off your phone and gather all the material you need such as a notepad and pen, so you're all set to begin.

2.

## ATTIRE IN CHECK



Your interview may be remote, but dress like you would normally do for a face-to-face interview. You still want to set a good first impression.

It may depend on the job you're applying for and if you're not prepared to go very smart, we'd definitely suggest 'smart casual' at the very least.

Your surroundings are just as important. Ensure it is tidy and organised. If you have to relocate to a different room or surroundings, make sure all is in check.

Most importantly, don't wear anything on a video interview that you wouldn't wear in person.

3.

## TECHNOLOGY TEST!



Test the devices you need well before the start of your interview. The last thing you need is a technology malfunction during your interview.

Ensure your laptop, phone or the device you're using is fully charged and prepare well ahead of time.

At least a day before your virtual interview, check all of your technology to ensure it works effectively and can be used to communicate effectively.

Be ready ten minutes before your interview. Log into the interview link and wait, whilst organising your essentials such as a notepad, pen and your CV.

4.

## MAINTAIN EYE CONTACT



Showing confidence during your interview is very important. A key tip: maintain eye contact.

Eye contact during your interview will show your interviewer you're engaged and display your confidence. Make sure your posture is in check, by sitting up straight.

By staying engaged with the interviewer, you'll show your potential employer you're passionate about the position while displaying your interpersonal strengths, mainly your communication skills.

Engaged employees are not afraid to ask questions and have the confidence to do so.

5.

## BODY LANGUAGE



Your body language could be a key factor to whether your interview is a success or not. The way you express yourself could separate you from other candidates.

Key aspects of your body language includes: tone of voice, body posture, facial expressions and the use of your hands.

Key aspects of your body language includes: tone of voice, body posture, facial expressions and the use of your hands. Speak clearly and concise.

Try to avoid: Being arrogant/overconfident, slouching, fidgeting, giving into distractions. The prospective employer already thinks you can do the job on paper. Now's your chance to show them you can do it person.



## 6. PRACTICE



Remote interviews are becoming increasingly popular and convenient. Be sure to practice and get used to the technologies and interviewing in this way.

You may find it helpful to practice with a friend over Skype, Zoom amongst others. Try not to have a script as it may hinder your ability to answer questions in a relaxed manner.

Write down some questions that you know the interviewer will ask, as well as some challenging questions and test yourself by providing answers.

With remote interviews being the future, it's important to familiarise yourself with the process. Practice will get you there and see you land your next opportunity!