

Video Interview tips

- **Look the part** – *Dress as if you are going to the office for a face to face interview – this will ensure you look and feel the part.*
- **Background** – *Consider what can be seen on the screen behind you. Make sure the room behind you is as clear and tidy without anything to distract the interviewer.*
- **Know where to go** – *Make sure you have the link to the meeting ready and you know how to join the meeting.*
- **Test your set up** – *Test your camera, speakers and microphone well in advance of the meeting (hours before, or the day before) – this gives you enough time to resolve any issues. Consider how the background and lighting look and make sure you're in a room with a strong internet connection. Make sure your device is fully charged!*
- **Practise**- *Find a friend/ family member or contact your recruiter to help you practise using video meeting if you're not used to using it – This can help you feel confident in how to use the video meetings controls and to get the lighting and camera angles correct.*
- **Be on time (That means early!)** – *Be ready to join the meeting early enough so that you can test your camera, microphone and speakers are all working correctly, even if you tested them earlier in the day– You would turn up 10 minutes early to a face to face interview so do the same for your video interview!*
- **Distractions** – *Make sure other people in the house know that you'll be in a meeting, ask them to go out or stay quiet. Shut / lock the door if needed and make sure pets are not in the room to distract you. – Leave your phone outside the room and close down any other pages on your laptop that could distract you or pop up unexpectedly.*
- **Be Engaging** – *It can be difficult to engage through a camera so sit up straight, smile and look directly down the lens.*

