



Video Interviews

Due to geographical flexibility and changes to the way we work, video interviews are becoming ever more popular. They should be treated the same as a face-to-face meeting, but they do come with some additional challenges. Below are a few tips and considerations when preparing, to ensure you give the best account of yourself.

Location

Choose the right environment; quiet with good lighting which is away from any distractions. A clean and tidy background, free from unnecessarily clutter. Tell your family or housemates to not disturb you and make sure you haven't booked any unwanted deliveries. Keep your door shut allowing you to give your full attention to the interview.

Check your tech

Technology always seems to fail at the time when you most need it, so run through this checklist to make sure your set up is in the best shape:

- **Internet speed** – Run a speed test, place your router in the best place possible, use a wired connection where you can, and turn off any unnecessary devices.
- **Battery** – Plug in your laptop and have your mobile fully charged.
- **Check your audio and camera** – Headphones with a microphone will give you a clearer audio connection. Double check the quality and angle of the camera. If your laptop camera isn't great, a plug-in one isn't the worst investment.
- **Zoom/Teams/Google Video?** – Double check the link and know what program you need to use. You don't want to have to deal with a software update or to need to download a piece of software just before the interview starts.
- **Turn off notifications** – Reduce distractions by turning off your emails and program pop ups. Engagement is important during the interview.

If any of the above lets you down, don't stress or panic, it happens! Give the interviewer your mobile number at the beginning of the interview and if all else fails you can revert to that.

Dress professionally

Approach dressing for your video interview in the same way you would for a face-to-face interview – in business attire. Potentially opt for plainer clothes as they will look less distracting on screen. Have your CV printed out next to you along with the job description, you don't want to be clicking between screens during the meeting. Lastly make sure to have a pen and paper with your questions written down and you're ready to go.

Body language

An interview can feel unnatural and is not something we do every day, so nerves are completely normal. Log in at least five minutes before, it will give you a few minutes to compose yourself and feel comfortable ready for it to start. During the interview smile and maintain eye contact. You should sit up straight in your chair, try not to fidget, shoulders back with good posture. Speak with a good volume, tone, and talk clearly. Take your time and pause before answering a question and make notes during the interview, it shows engagement but will also be good for you to refer to.

Once the interview has finished, have a time booked to speak with your recruiter. They would love to know how the interview has gone but more importantly they will be looking to pass on your thoughts to the client. Sharing positive feedback and saying you would love the job is excellent and a valuable part of the process. If the recruiter hasn't heard from you, they may assume it went badly and you're not interested, so make sure you check in with them. Good luck for your interview and fingers crossed on progressing to a job offer!