



# **ONLINE INTERVIEW TIPS**

**INTERVIEWS CAN BE TOUGH AT THE BEST OF TIMES,  
SO WE WANT TO MAKE THE PROCESS AS  
STRAIGHTFORWARD AS POSSIBLE TO HELP YOU  
CONCENTRATE ON THE MOST IMPORTANT PART -  
GETTING THE JOB.**

**MAKE THE MOST OF OUR EXPERIENCE IN  
RECRUITMENT AND LOOK THROUGH THESE TOP TIPS TO  
HELP YOU SECURE YOUR DREAM JOB AND HOW WE  
CAN ASSIST WITH OUR VIDEO TECHNOLOGY.**



# 1. PRE-INTERVIEW TIPS FOR CONDUCTING YOURSELF



- **SHOW YOU KNOW YOUR STUFF AND GET TO KNOW THE COMPANY CULTURE THROUGH IN-DEPTH RESEARCH. IT'LL MAKE YOU STAND OUT FROM THE CROWD AND HELP CONFIRM YOU'RE CHOOSING THE RIGHT COMPANY AND CULTURE FIT FOR YOU.**
- **MAKE SURE YOU'RE CLUED UP ON THE SKILLS THEY'RE LOOKING FOR AND WHAT THE JOB ROLE REQUIRES. WHY ARE YOU THE RIGHT PERSON FOR THE ROLE?**
- **LOOK LIKE A PROFESSIONAL AND MAKE SURE YOUR VIDEO SET UP HAS YOU LOOKING AND SOUNDING YOUR BEST. WE'VE PUT TOGETHER SOME TOP TIPS TO HELP YOU GET YOUR LIGHTING RIGHT AND HOW TO AVOID THE DREADED BACKGROUND NOISE.**
- **MAKE SURE YOUR WEBCAM IS EYE LEVEL – PLACE YOUR COMPUTER ON TOP OF SOME BOOKS AND SIT ABOUT ARM'S LENGTH FROM THE CAMERA.**

## **2. IF YOU'RE USING A MOBILE DEVICE:**



- **MAKE IT STABLE.**
- **LOOK DIRECTLY AT THE CAMERA, WHICH MAY FEEL WEIRD AT FIRST BUT MAKES THE VIEWER FEEL LIKE YOU'RE LOOKING AND TALKING TO THEM.**
- **TRY TO USE A PLAIN BACKGROUND OR MINIMISE ANY DISTRACTIONS - YOU SHOULD BE THE FOCUS OF THE VIDEO.**
- **TRY TO FIND A QUIET AREA WHERE YOU WON'T BE DISTURBED. TO REMOVE ECHO AND SOFTEN BACKGROUND NOISE MAKE SURE YOU'RE NOT IN A COMPLETELY EMPTY ROOM. BEAR IN MIND WHAT THE INTERVIEWER WILL SEE IN THE BACKGROUND THOUGH.**
- **LOOK YOUR BEST BY HAVING THE LIGHT SOURCE DIRECTLY IN FRONT OF YOU, WHETHER THAT BE NATURAL LIGHT FROM A WINDOW OR A LAMP DIRECTED AT YOU.**
- **DRESS APPROPRIATELY FOR THE COMPANY YOU'RE INTERVIEWING FOR, GAUGE THE CULTURE FROM YOUR RESEARCH.**

# HOW TO:

- 1. DECIDE WHETHER YOU WANT TO DO THE INTERVIEW ON A MOBILE OR PC / LAPTOP.**
- 2. CLICK ON THE INTERVIEW LINK AND IF THERE'S A TEST FACILITY, TEST YOUR AUDIO AND VIDEO PRIOR TO THE INTERVIEW**
- 3. SET UP FOR YOUR INTERVIEW AND JOIN THE INTERVIEW ABOUT 10 MINUTES PRIOR TO YOUR INTERVIEW (YOU WOULD ARRIVE EARLY FOR A FACE TO FACE INTERVIEW) - TURN YOUR CAMERA AND MIC OFF UNTIL A FEW MINUTES PRIOR TO THE INTERVIEW. THIS WAY YOU KNOW YOU'RE ALL READY TO GO ONCE THE INTERVIEWER JOINS. SOMETIMES THEY HAVE TO LET YOU IN TO THE INTERVIEW.**
- 4. DO YOUR BEST AT YOUR INTERVIEW DRAWING AS MUCH ON THE RELEVANT SKILLS/EXPERIENCE YOU CAN BRING TO THE ROLE.**
- 5. DROP US AN EMAIL OR CALL ANGELA WARD ON 07410 564104 TO LET US KNOW HOW YOU GOT ON.**

**BEST OF LUCK! WE LOOK FORWARD TO HEARING FROM YOU WITH FEEDBACK. ONCE WE HAVE THAT WE'LL CONTACT THE EMPLOYER FOR THEIR FEEDBACK AND LET YOU KNOW HOW THEY WISH TO PROGRESS.**

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