

GUIDE TO VIRTUAL INTERVIEWS

As companies around the globe make changes to ensure the health and safety of their employees and communities amid coronavirus, many companies are reassessing how they conduct candidate interviews. In many cases, this means transitioning from in-person interviews to virtual ones.

HOW TO PREPARE FOR A VIRTUAL INTERVIEW

Test Your Technology/Connection

The minute you agree to a virtual interview, test your technology to ensure you're set up for success. Check your internet connectivity, and confirm your camera and microphone are working.

Minimise Distractions and ensure the right environment

Decide where is best to take the interview. Find a room with optimal lighting, preferably near a window, or a blank wall to guarantee you're the focal point of the conversation.

Eliminate all distractions. Turn off the TV, silence your mobile and close any nearby windows to avoid unnecessary noise

Sit Down Prepared

Ensure you prepare for the interview in advance as you would a face to face one

Monitor Your Body Language

You can't firmly shake a hiring manager's hand or as easily display enthusiasm via video. But what you can do is monitor your body language.

The main way to communicate confidence is to sit up straight, smile, and keep the camera at eye level.

Dress the Part

Dress as you would for an in-person interview

PREPARATION IS KEY

Ultimately, the key to acing a virtual interview is proper preparation. From ensuring your technology is working to conducting research before the meeting, sitting down at your computer poised and ready for any and all questions will help set you apart from other applicants.

COMMON MISTAKES MADE ON A VIRTUAL INTERVIEW

Bad technology set up

Ensure your camera is positioned so that it is in line with the top of your head. Ensure you are in focus.

Eye Contact

Maintain clear eye contact with the interviewer. Ensure you are looking into the camera directly when answering questions and not staring outside or around the room.

Having nearby distractions

It is very easy to face distractions whilst on a virtual interview, mobile ringing, texts, doorbell, people talking, children. Ensure that you shut the door and your mobile is on silent.

Having bad connection

Ensure you have tested your internet connection, strong camera and audio quality prior to the interview.

Rushing connection before the interview is about to start

Ensure you connect several minutes before the interview is due to start

Wearing the wrong clothes

Wearing pajamas or your tracksuit on a virtual interview is a big mistake. The same rules apply for virtual as they do a face to face interview.

Sitting in a messy room

Remember that as well as you, the interviewer will also see what is behind you. You want them to be focused on what you have to say ensure there are minimal visual distractions