

Preparing for a video interview

How do you look?

Wear complete, well presented, business attire, including shoes.

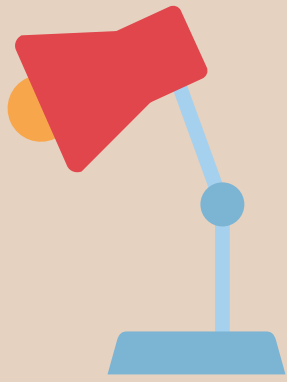
Ensure you are well groomed and avoid body decorations.



Where are you sitting?

Find a quiet location and inform other people in your household.

Use a neutral background and ensure your face can be clearly seen.



What will you say?

Prepare answers to common questions in advance and practice your responses by recording yourself speaking.

Ensure your speech is clear and delivered at an appropriate pace.



Are you on time?

Check the time and date carefully, including the time zone.

Consider setting an alarm and join the online meeting a few minutes early.



What is the online meeting etiquette?

Mute your microphone when not talking and wait for an appropriate time to speak.



How do you present yourself when being interviewed online? How do you make sure your technology is ready and what should you do if things go wrong?

Is your technology ready?

Check the signal strength and quality of your Wifi connection.

Try to use a computer, rather than a tablet or phone, with headphones and an external microphone.

Close down applications, pause notifications and update your device.



How do you use the online meeting technology?

Ensure you know how to control the audio and video, including muting your microphone.

Check how to access the meeting chat and share content (if required).



Have you got a backup plan?

Ask if there is a task you can do if there is a technical problem.

Consider if your phone could be used as a Wifi hotspot if you have connection issues.

An old computer or tablet could be used as a backup device.



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