

PREPERATION AND SUCCESS

Virtual Interviews

EMBRACING THE NEW NORMAL



Employers are embracing technology

Virtual interviews allow employers to expand their pool of talented candidates and reduce travel and time costs



#1



Check your Tech

Digital skills are an important transferrable skill and these can be tested in part by your ability to conduct this interview.

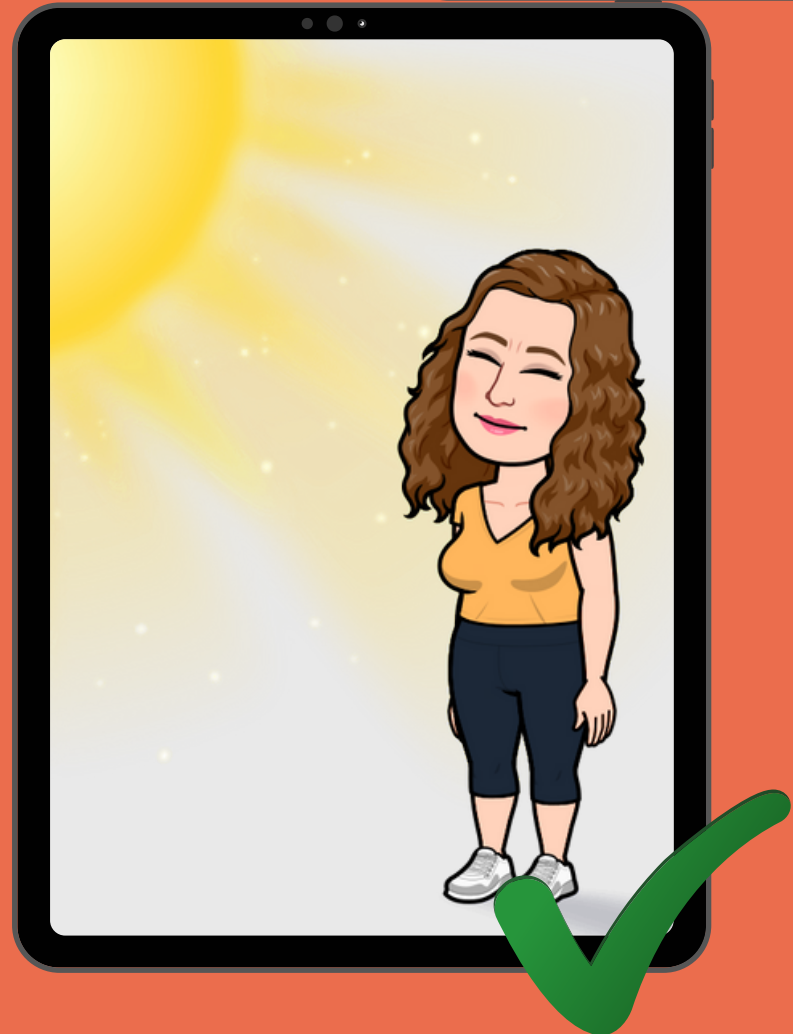
Charge your laptop, mobile or whichever device you have chosen to use. Make sure the camera, microphone and speakers work and that you can both be seen and heard by somebody on the other end clearly.

Make a practice call prior to the appointed time to a friend to ensure you have everything set up and you know which buttons to press when the time comes.



University of Wales
Trinity Saint David
BIRMINGHAM

#2



Setting the Scene

The focus should be on you... so its a good idea to create a plain background or one that is free of distractions - like dirty laundry or piles of stuff

Decide where you are going to take the interview, by a window with good lighting and tidy!

Turn off the TV, close the door on other people if you can, if not inform family members of your appointment and ask them to keep the noise down.

#3



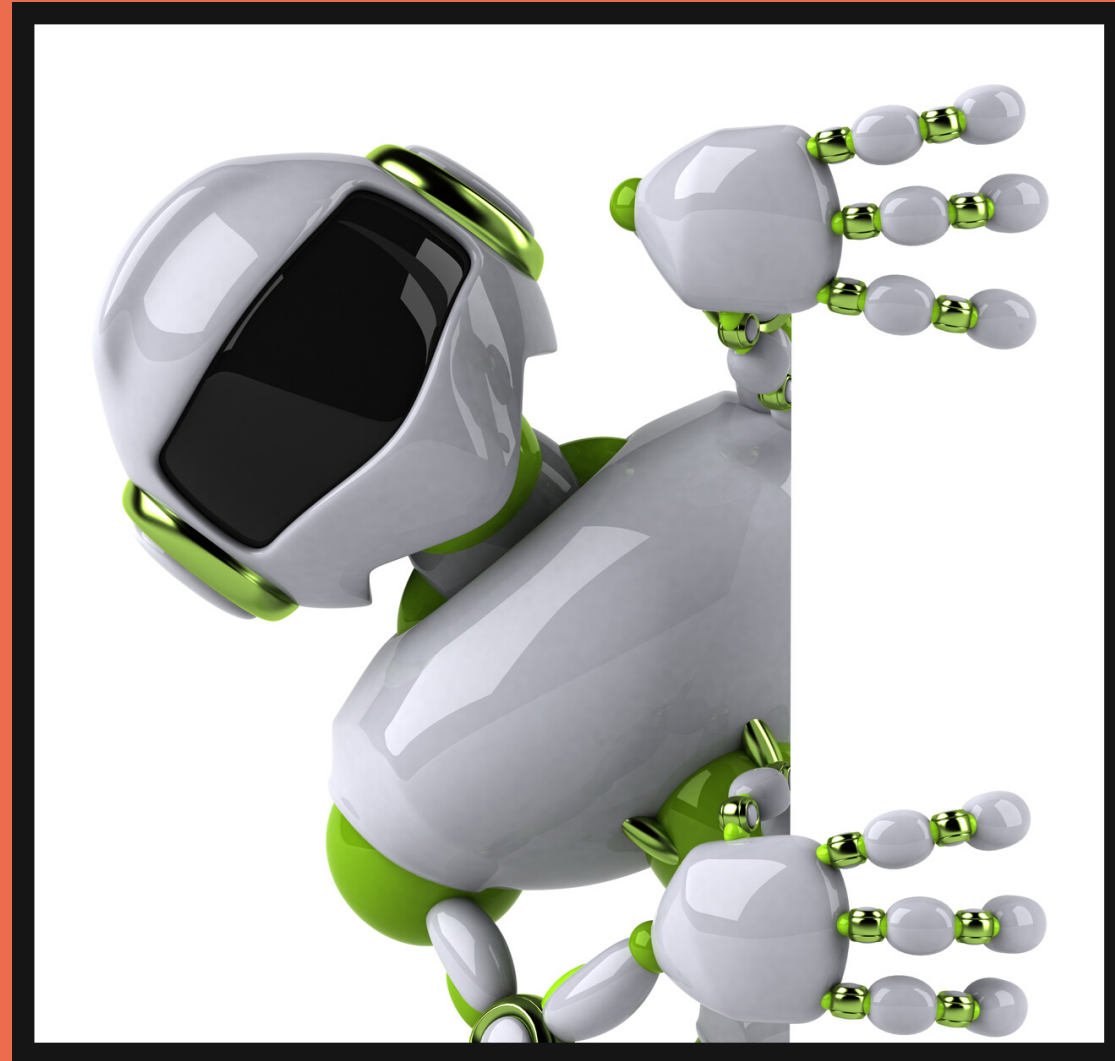
Be prepared

Just because you are online and could use a search engine to look up the answer to a question doesn't mean you should!

Research the company, have your CV in front of you and write down or highlight elements you want to raise within your answers.

Key questions are often predictable so have some notes prepared and written down so you feel confident you can answer them

#4



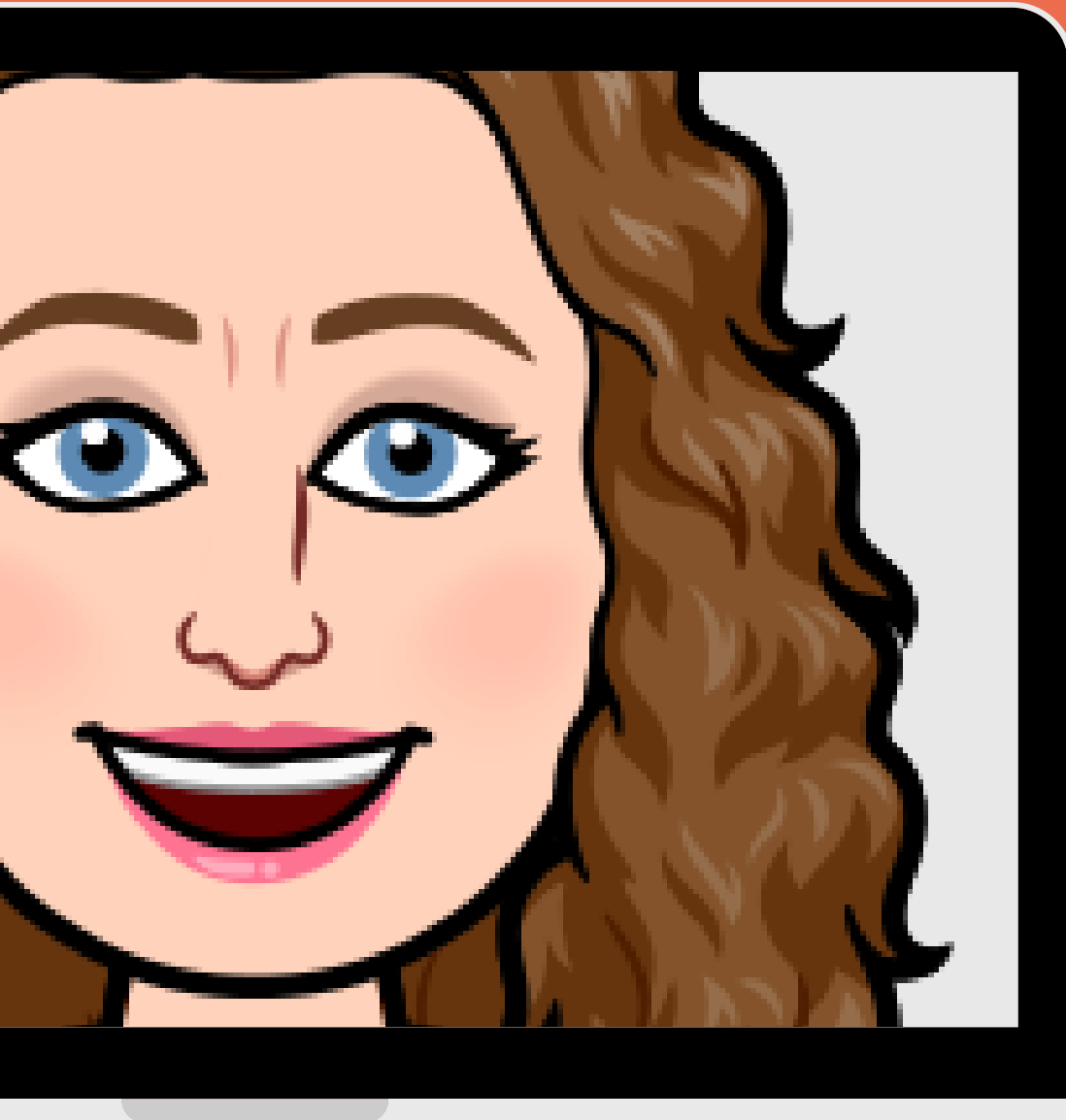
Don't Memorise

If you memorise a speech you can often end up not answering the question properly because you've focused on what you are saying and not actively listening to the employer.

Write down key points, events and skills but don't write long sentences that you would be tempted to read from start to finish.

Be clear and concise but not robotic.

#5



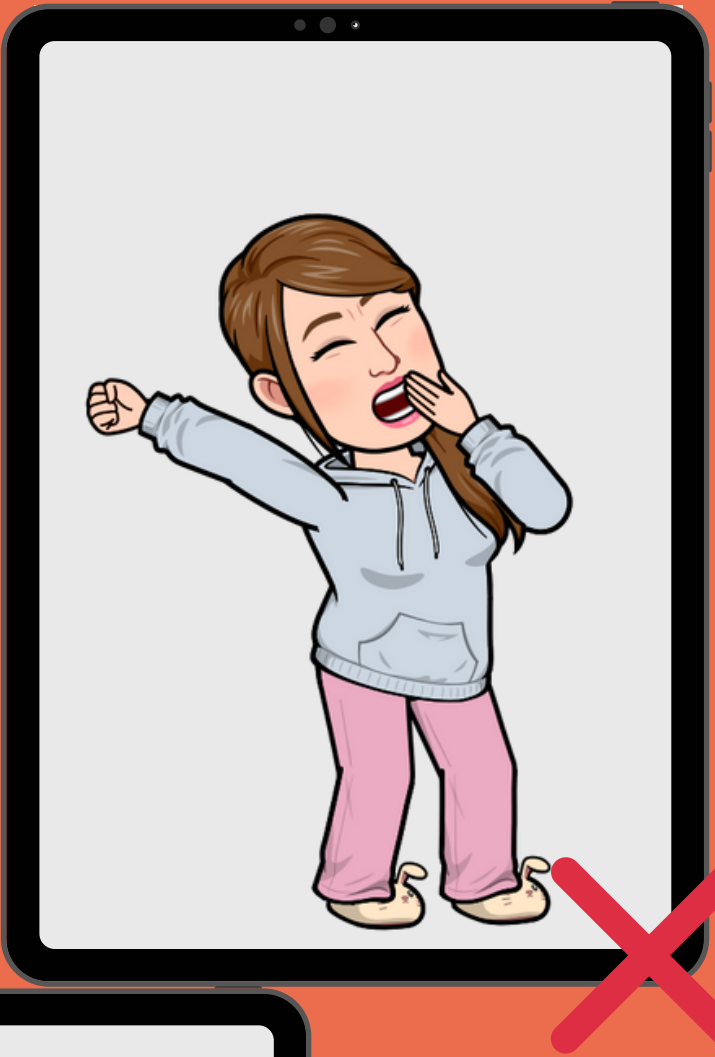
Body Language

Nothing highlights nerves better than body language, to project confidence sit up straight and smile!

You can't shake hands to greet the person which usually offers lots of clues about your personality in this setting

Keep your focus on the camera rather than the image of the other person / people, it's the closest thing you've got to maintaining eye contact.

#6



Setting the Scene

What you wear tells an employer a lot about you, your personality and what you'll be like as an employee

If you've just rolled out of bed and are still in your PJs it signals that you aren't taking the interview seriously or aren't prepared. It could even signal that you are lazy and couldn't be bothered, not a good first impression.

Smart clothing can also make you feel more confident, prepared and motivated if you've got dressed, brushed your hair etc. It helps you prepare your mind for the interview.

#7



Make a Connection

You want to be remembered for the right reasons, Your hobbies and interests can really help you in your interview.

While answering a question tell a story, but be sure to make a point and bring it back to a skill or experience you have.

This is where a bit of prior research could come in handy if you can find out the name of the person you will be interviewed by and check out their social media platforms. You may have lots of things in common!

#8



Be Yourself

It is harder for an employer to determine whether you'll be a good fit for the company when you're not face to face. You need to be genuine, honest and be yourself!

If they hire you you'll be found out eventually so making things up, exaggerating and outright lying about the type of person you are, or your skills and experiences will only end badly.

It is an artificial situation, everybody knows you're going to be nervous and on your best behaviour

#9



Follow Up

If the interview goes well and they offer you the job, congratulations!

If they don't, it could be for a 100 different reasons, be sure to ask for feedback from the employer. They may tell you that you didn't answer the questions in a way they were expecting or that you didn't have the right experience.

What ever the reason its an area that you can develop and work on for next time.