



TOP TIPS FOR ONLINE INTERVIEWS

Online interviews and assessment centres are new to a lot of people. Although the format may be the same as face-to-face, **doing things online means some different considerations.** Here are our top tips to get ready for your online interview and make the best impression you can....



BEFORE THE INTERVIEW



Feel free to speak to the employer beforehand!

Let the employer know about any additional requirements to help you get the best out of the interview – this might be support with a visual or hearing impairment - or it might be relate to your home environment **e.g. having small children or pets who might interrupt.**



The employer should give you information before the interview to help you prepare. If you have any questions or concerns, or just want to check your technology if you're unfamiliar with video calls, **contact them for an informal chat before the interview.**

YOUR ENVIRONMENT



Take some time to test your environment before your video interview and set yourself up for the best impression. You should think about:

Lighting! The most effective light is face on but not too bright. The interviewers want to see your face, and it makes communication a lot easier.

Will you be comfortable?

The biggest thing is to make sure you can concentrate on providing your best answers, not worrying about your surroundings. Get organised with comfortable seating in a suitable spot.

The background that the panel will see – **does it create the right impression?**

We all have lives going on around us. Where possible **avoid disruptions** such as children and pets running in – but if it can't be avoided, tell your interviewers up front and agree how you will handle it.

Frame yourself well –

find a place to set your camera that shows your full face. 93% of general communication is non-verbal – this isn't as easy online but you can think about the angles and frame to make this easier and friendlier, perhaps use a wider frame so that the interviewer can see your body language rather than just your face.



YOUR ENVIRONMENT



Background sound can't always be avoided – but headphones can be a good way to minimise the impact.

Do you need to adapt for the assessment? If you're doing a presentation don't be afraid to take a few minutes to change your set up - you may feel more comfortable by standing.

Think about **what you might need to have with you beforehand**; your prospective employer might have asked to see paperwork or ID, you may like to write some notes or have a glass of water handy. It's much easier to have these things ready and within reach before the interview starts and it will help you feel reassured that you're ready.



PREPARE ON THE DAY



1

Test your **internet connection** shortly before your interview.



2

Whatever platform you're using make sure you are already logged in and **know the meeting address**.



3

Make sure you have a **phone number for the employer** to hand so that if you do have technical issues you can get in touch quickly.


YOU CAN BUILD A CONNECTION – EVEN ONLINE

We all know that building rapport can lead to interview success but online this can be more challenging to do. Here are some easy tips to help you connect and ensure your personality and character shines through.



- 1 Some people can feel a bit awkward on camera, that's natural, but remember to try and smile and engage with your interviewers. They're bound to be interested in your answers but they'll also want to get to know a bit about you, so **try to relax, be yourself and allow your personality to come across.**
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- 2 Although online interviews can feel a bit less formal, it's important to show you've made an effort and are keen on the role. As with any normal interview, **think about how to dress,** follow the cues given by the interviewer throughout, have some questions ready and don't forget to thank the interviewer for their time.
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- 3 The position of most cameras often makes it look as though you're not looking at the screen. Be aware of this, **the occasional glance directly at the camera can help to create better engagement** even if it does feel a bit silly.
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- 4 There will be a lag in speaking, conversation doesn't flow as well online – **you need to learn to take a pause to take account of lag in connection** and enable others to jump into the conversation.





Finally, technical difficulties happen to everyone. Don't be deterred if you have a problem at any point, whether it's your internet or the postman calling. **Just be honest with the panel, take a deep breath and carry on.**

GOOD LUCK!

