

VIRTUAL INTERVIEWS: GUIDANCE FOR CANDIDATES

It is important to make a good first impression – strong eye contact, preparing and researching before your interview will help you to achieve this



67%

of candidates struggle to make eye contact (Career Geek 2020)

47%

of candidates have little or no knowledge of the company (Classes and Careers, 2020)



Test Your Technology

If necessary, use an ethernet cable to directly connect to the internet, or connect your laptop to a wi-fi hotspot.



Know The Software



Find out which software is being used for the interview, create an account and practice so you are confident using it.

Avoid Disruptions

Let others in the house know about your interview and ask not to be disturbed. This will help you to concentrate.



Do Your Research

Research the company and the role and reread the job description and person specification. Avoid notes as you may lack eye contact with the interviewer.



Prepare Your Questions



Ask questions about the role or the organisation. It is especially important in a virtual interview as you cannot see first-hand the organisation or team.

Dress For The Interview



Dress how you would normally dress for an interview - look professional and make a good impression.

Turn Your Camera On

This will help your interviewer engage with you better and show that you are interested.



Name Check

Ensure that your name shown on the screen is appropriate, to avoid giving the wrong impression!



Camera Position

The camera position / angle on the screen should be central so you are clearly visible.

Appropriate Location



Think about where you will be for the interview. Do not have the interview at work, or in public if possible.

Listen To Instructions



This is a formal interview, so you are expected to properly follow any instructions given. Ask questions if you are unsure what is required.

Background Check

Try to have a blank background to avoid distractions for you or your interviewer.



Be On Time

To avoid being late make sure you are in the waiting room at least 10 minutes early, unless otherwise instructed, and wait to be let in.



Inform Your Interviewer Of Any Disturbances

If you know of any disturbances that may happen during your interview, let your interviewer know. They would rather be aware!



Note Taking

Most interviewers will take notes and should inform you of this before the interview begins. Remember, they are listening as they write.

