

VIRTUAL INTERVIEW PREPARATION



Before the interview

- **Test your technology** - make sure any video calling software (such as zoom) is downloaded beforehand and that your camera and microphone are both working at least 30 mins before your interview.
- **Check your internet connection** - make sure your internet is on and functioning at least 15 mins before your interview.
- **Check your background** - make sure your background is looking professional and there is nothing behind you that will distract an interviewer from you. Also make sure anything showing looks smart, clean and professional.
- **Limit distractions** - choose a quiet place in your household for your interview and respectfully ask any other members of your household to be quieter for the duration of your interview.
- **Dress smartly** - just because you are in your own home, you still need to show you have made an effort for the job you are applying for. Ensure you look smart and professional as you would if you went to an interview.
- **Prepare in advance** - as with any interview you need to do your research in advance. Don't rely on being able to google responses during the interview as this will result in long pauses and will sound unnatural



During the interview

- **Use professional body language** - make sure you are sat up straight during your interview. Your laptop/screen should be in line with your face. If you are speaking from your lap, it looks unprofessional and intimidating - as you will be looking down on your interviewer.
- **Develop a relationship** - Make sure to be enthusiastic during your interview. It is harder to build a relationship with your interviewer virtually, so don't be afraid to let your enthusiasm for the job they are offering shine through.
- **Be yourself** - there are advantages to interviewing from your home environment. You feel more relaxed and comfortable, so make sure to be as authentic as possible during your interview, drawing on that additional comfort.
- **Communicate clearly** - due to potential internet connections and bandwidth issues, it is vital you speak clearly at all times. Take your time and listen to questions and then answer them to the best of your ability without speaking too fast or too quietly.



After the interview

- **Follow up** - After your interview send a good follow-up email to your interviewers no more than 24 hours after the interview. This is just to say thank you and that if they have anymore questions to please get in touch.
- **Ask for feedback** - if you feel comfortable, ask the interviewer for feedback on your interview. This will be incredibly useful as you will get some useful tips and tricks and an honest reflection of what you did well and how you can improve.

Remember - Remember you are still young! The employer isn't expecting you to have bags of experience but they will be looking for good potential and a willingness to learn. They'll also want to get a sense of who you are as a person, so just be yourself.