

Remaining agile in recruitment during COVID-19:

How to prepare for a video interview

Globally, companies are responding to the COVID-19 crisis and making adjustments to prioritise the health and safety of their employees. Many businesses are now transitioning from in person interviews to virtual interviews. If you are looking for a job, the chances are you will be attending a video interview.

Making a great first impression is crucial in any interview. Virtual interviews present their own unique challenges. Preparation is key to ensure you make a positive, lasting impression to help you secure the job you want.

1 | Minimise technical hiccups

- **Use your laptop or PC** if you have one. If you must use your iPad or phone, ensure they are stationary and you're not holding them the entire interview.
- **Do a trial run** prior to the interview. Download the video conference technology provided by the interviewer. Check your internet connectivity, and confirm your camera and microphone are working correctly. If required, work with your Page Consultant to do a test run well before your scheduled interview.
- Start **setting up for the interview** a few minutes before. Avoid fumbling around with technology as the meeting is supposed to be starting! Being technical savvy is one of the top 10 competencies employers look for in new hires, and one a hiring managers can easily test in a virtual interview.

2 | Dress the part for the interview

- You wouldn't wear pyjamas or gym gear to an in-person interview and the same rules apply for a virtual interview. Make sure the clothes you wear are **professionally appropriate**. Avoid patterns and stripes that may look distorted on video and could be distracting.

3 | Slow your pace & use tone for impact

- Relax and **speak slowly**. Try not to rush or deliver responses at lightening pace. Take a few seconds to pause and process each question before replying.
- It's difficult for an interviewer to get a sense of your enthusiasm through a screen, so vary your tone and **be as expressive as you can** when answering questions.

4 | Set the scene and avoid distractions

- Find a room with **optimal lighting** and sit in front of a blank background. Get rid of any clutter (tidy background, not an unmade bed!). **Frame the camera** so your shoulders are in the shot and ensure the camera is at eye level.
- You may face many distractions with virtual interviews – the front door, other people talking, babies crying, cats climbing on the keyboard... just to name a few. Commit to a time when you know you'll have privacy and **eliminate any distractions**.

5 | Be aware of your body language

- Maintain **eye contact** and look directly into the camera
- **Don't fidget** (swinging in chair, playing with jewellery etc) – this may give the interviewer the perception that you're anxious or nervous
- **Sit up straight**, and lean forward – this shows you are interested, alert and engaged
- **Nod your head** when necessary to show you're listening and understand
- **Smile genuinely** and include hand gestures when you speak.

6 | Be yourself & make a connection

- Avoid relying on or reading from a script or document, this can sound robotic. Interviewers don't want to hear rehearsed responses, so **let your personality shine** through.
- Make small talk and don't be afraid to **discuss common interests**. Think about how you can set yourself apart from other candidates.

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7 | Keep documents & water nearby

- As tempting as it may be, try to avoid searching the internet for answers during the actual interview – they'll be able to tell! You want to appear focused and ready to answer questions. Research the company and write down notes ahead of time.
- Keep your CV and any other important documents near you so that you can refer to them if needed.
- Have a glass of water handy as you could be talking for 45 – 60 minutes.

8 | Prepare for questions

- Do everything you would to prepare for a regular interview. Research the company, think about the typical questions that could be asked and how you might answer them, and **think about questions** you'd like to ask them.

BODY LANGUAGE

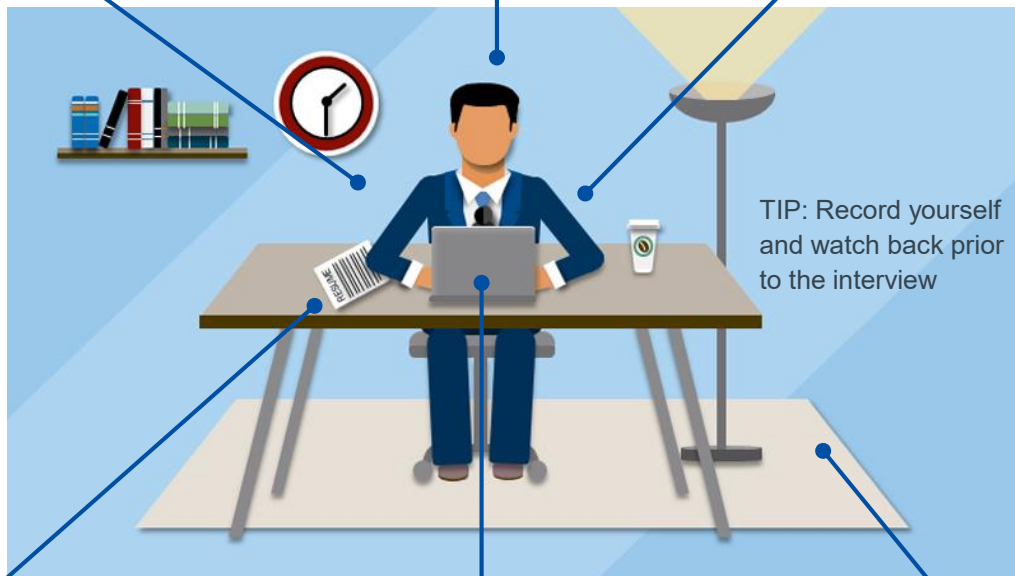
Show you are engaged – lean forward, nod your head, smile, and use hand gestures. Don't fidget and avoid excessive physical movements.

MAKE EYE CONTACT

Don't spend half the interview looking at yourself or at notes. Look directly into the camera.

DRESS FOR SUCCESS

Dress professionally and be presentable, as you would for an in person interview. Avoid bright colours and patterns, and stick to block colours like blue, black etc.



TIP: Record yourself and watch back prior to the interview

DOCUMENTS AT HAND

Have important documents and notes nearby and refer to if needed.

TEST YOUR TECH

Test your technology and the video conference software ahead of time to avoid issues. Make sure your microphone and video is working.

SET THE SCENE

Ensure the room is well lit and the backdrop is clean, simple and tidy.