

VIRTUAL INTERVIEW TECHNIQUES

A few ideas to help with virtual interviews, but also consider suggestions relating to in person techniques.

1. **Check your technology:** Ensure you know how to log in to the interview, practice with a friend or family member. Also check that your WIFI is good enough.
2. **Prepare a virtual Interview space:** Ensure you have a place that is suitable for an interview, quiet and as free from disturbances as possible. You may want to consider blurring their background if your back drop has personal or unusual items in it.
3. **First Impressions Make a Big Impact:** Camera on when you arrive, look directly at the camera, be aware that this may not be the screen itself.
4. **Speak clearly and check the volume:** Ensure your sound works before you start and that there is no background noise.
5. **Turn your mobile phone off or to Vibrate:** Resist the temptation to take a peek at any time before, during or after the interview, they will be able to see that you look at it if you try and do whilst on screen.
6. **Try not to interrupt the interviewer** as there will always be delays online and this could make the conversation very disjointed.
7. **This virtual interview is as important as a face to face interview:** Treat the whole process as importantly as you would a normal interview.