



Virtual  
Interview  
Guide

02

**How to approach  
virtual interviews**

## Where do you start?

Virtual interviews can seem a daunting affair if you've never experienced one before. So we've created this quick guide to help you navigate the ins and outs of how to prepare.



### Find the perfect spot

- Not too dark, not too light. Natural light is best, so make sure you have a window somewhere in front of you (not behind or to the side), so that you're not in shadow.
- Make sure the temperature is comfortable, i.e. you're warm enough, but won't overheat.
- Think about what's behind you. If you're in a bedroom, make sure the bed is made. If you're in your lounge, turn off the TV. Watch out for controversial paintings/pictures hanging on the wall.
- Avoid interruptions. Make sure any pets or children who might disturb you are safely kept out of the way and let your partner/house mates know you need privacy and quiet.



### Do a test run of everything

- Check that you have access to whichever platform is being used for the interview – that could be Skype, Zoom, Microsoft Teams or specific interview platforms like Hirevue or Tazio. You should also test any links that you've been sent for the interview itself, a few days beforehand.
- Check your internet connection and that your video and audio work perfectly. It's a good idea to do this with a colleague or friend so that you can check they can see and hear you too.
- While you're checking the video, you can practice getting your framing right. You want to be in the centre of the frame, with a little breathing space above your head and around you – roughly speaking you should have your head and shoulders on screen.



## Watch your body language

As it's a virtual interview, it's even more important to notice how you hold yourself and to be aware of your body language as you talk.

- Be open, warm and engaged. Sit up straight, lean slightly forward and try not to fidget.
- Make eye contact. You don't need to look into the camera for this – just focus on the person who's interviewing you.
- Try to smile and react as you would normally – remember they can see you at all times.
- Dress appropriately. Wear a smart, but comfortable outfit to give your confidence a boost and help you get in the right frame of mind for your interview.



## Tips for on the day...

- Turn off your phone and minimise any distractions.
- Be on time – get everything ready beforehand so you just have to join the video call.
- Have a pen and paper ready to take notes or for any questions you might have.
- Have your CV and research/notes/questions to hand – in case you need to refer to them.
- Have a glass of water within reach – interviews can be thirsty work.
- Never complain about a prior job or people you worked with.



## Lights, camera, action

Now you know what to do before your next virtual interview. You can find out more about how to prepare your answers in our Guide 'How to prepare for competency-based interviews'.