

## **VIRTUAL INTERVIEWS**

Around 60% of employers are now using virtual platforms to interview their prospective employees.

It translates into a saving on time, costs and efficiency for all parties – no more worries about travel, being late, getting lost etc.

On the flip side, virtual interviews give us a unique set of challenges –

- Not being comfortable with the technology or platform being used
- You have not been interviewed virtually before
- Worries about the technology on the day

When comparing the face to face interview and the virtual on there are similarities across both –

- Initial screening for compatibility
- Full interview against strengths, behaviours and technical ability
- Final interview on the fit the organisation

For the most part we dress for the occasion and travel to the offices of the organisation and all this requires some thought and preparation. Overall, we lack control over the process and choice of venue where the interview will be held.

In the virtual world of recruitment, this changes. You are in control of what equipment you use, the technology you use and the preparation you give to ensure you create the right impression and 'ACE' the interview.

So, what are the things you need to consider and prepare so that you can impress and be confident throughout your interview.

### **1. PC Hardware and software –**

- a. When you receive your invite test your system, speaker and microphone
- b. Download the appropriate software
- c. Practice with a friend for lighting, sound and how you present yourself on screen.
- d. Position your laptop or PC at a height that has you level on the screen. Too low and you have the 'nostril' look up. Too high and you have people looking down at you. Use a box and test the correct height for you to be positioned at the right level.

### **2. Your setting –**

- a. Make sure you are in an environment that is conducive to an interview – you are going to be on-line for approx. 40-60 mins, so where you position yourself is important in creating the right impression.
- b. Ensure that your background is clean and tidy – it is not a good impression to have an unmade bed or clutter that can be seen by the interviewer and not represent the professional image you wish to create. Have a white/plain background behind you and plenty of light to the front of you.

- c. Choose an area that is quiet and offers no interruptions. Let people know that you are not to be disturbed.
- d. Virtual platforms such as ZOOM and MS Teams offer the option to blur your background or choose a virtual background. Consider though the impression you are wanting to give.

### 3. What to wear–

- a. You may be thinking that the interviewer cannot see anything below your chest and that it is okay to have your PJ bottoms and slippers on and only dress for the parts that can be seen. This could lead to you forgetting you are in an interview and what if you had to move to get something for your interviewer??
- b. Dressing for the interview, just like when you are face to face, helps with your motivation and portraying the right impression to your prospective employer.

### 4. Where do I look –

- a. Your non-verbals are as important if not more so on a virtual interview compared to a face to face interview. Practicing where you look can only enhance our experience and impress the interviewer.
- b. It feels natural to look at the interviewer in the frame on our PC. In the virtual interview you need to look at the camera, which will translate into you looking at the eyes of the interviewer.
- c. Practice this with a friend. Once you can master this, your virtual interview will be 'ACE'

### 5. Other pointers – Being interviewed virtually still requires

- a. Preparation
- b. Research about the job and the company
- c. Preparation and practice on the technology and platform being interviewed on
- d. Preparation on what to wear to create the right impression
- e. Thought into being at home is not an excuse for not preparing and being prepared
- f. Remember your water!

Here at Graduate Dawn we believe everyone has the potential to develop into the world of virtual interviews and to be prepared and ready for the shift to on-line.

We offer individuals and organisations training and one to one coaching on the whole cycle of Recruitment and Selection, sourcing your next role, getting the job of your dreams, interview techniques, your USP etc.

We are here to help and support your transition to virtual interviews.

Contact us today to discuss your requirements and how we can help you personally and professionally.

Email - [cdlearningsolutionsltd@gmail.com](mailto:cdlearningsolutionsltd@gmail.com) or [christinespencer.cs@gmail.com](mailto:christinespencer.cs@gmail.com)

Phone - 07711562407