

## Practical tips to prepare for an interview via video conference

- Make sure you're somewhere quiet and in a room with a strong internet connection.
  - Test the technology beforehand – make sure you're familiar with it and both the sound and video are working. Consider using headphones, they improve sound quality and can help to eliminate background noise.
  - Always try to use a laptop or PC where possible, this will improve the overall experience for both you and the interviewers.
  - Turn off notifications from other applications, these will be distracting if they pop up or make noises during the interview.
  - Make the background to your video as neutral as possible.
  - Lighting behind you can cast a shadow on your face, if possible have a window or a light in front of you.
  - Sit at a table or a desk, consider your posture and the position of the camera.
  - If you find the small "in picture" video of yourself distracting, figure out how to turn this off.
  - Maintain eye contact with your camera. Look at the camera and not at the 'in picture' video of yourself.
  - Keep your device still, if you have to use your phone don't consider holding it or balancing it on your lap, this will be distracting for the interviewer and tiring for you.
  - Have your charger handy, video conferencing can drain your battery.
  - Dress like you're going for an interview.
  - Make sure you're ready and everything is working at least 15 minutes before the interview is due to start. Use this time to get 'into the zone' and mentally prepare yourself for the interview, it can be difficult to separate yourself from what's going on at home – quiet time beforehand will help to focus your mind.
  - If you would like your notes with you make sure these aren't distracting.
  - Have a glass of water and a pen and paper handy.
  - At the start of the interview you may want to let the interviewers know your circumstances i.e. if you have people / children / animals in the house / have a sick relative and may need to take any emergency calls, these kind of interruptions are unavoidable in the current situation, and the interviewers will understand – remember they're human too!
  - Finally, if the technology fails try to keep your cool. How you deal with the unexpected and manage the situation will give the interviewers an insight into how you cope with stress – technology can let you down when you least expect it to, be prepared and remember it is out of your control.
- And good luck!