



## CANDIDATE'S GUIDE TO ONLINE INTERVIEWS

### BE YOURSELF

Although interviews are often nerve-racking, remember that essentially the panel want to get to know who you are and what skills, knowledge and experience you have to offer them. They liked what they saw in your application enough to want to spend time getting to know you.

Smile, be polite, laugh over things that go wrong, speak clearly and conversationally, listen well and aim to connect with the panel. Don't be afraid to take a second to think if needed, and ask for something to be repeated if you're unclear.

#### Ideally, use a desktop or laptop

Although you can use a smart phone for the interview, it might not look good if the phone is shaking as you hold it. If you have to use your phone or a tablet, make sure it's securely cradled or on a stand.

#### Be confident with the technology

In today's world, being tech savvy is a must. So, do the sound and camera checks to make sure everything works well in advance, while you still have time to resolve issues (apparently seamlessly). And if something goes wrong on the day, don't apologise; glitches aren't common, but they're not necessarily your fault! Remain calm and work through the problem. The panel will help you as best they can.

#### Dress the part

Even though you may be doing the interview from your home, it's important that you dress as you would if you were attending the interview at the organisation's offices. Even if you think only your top half will be seen by the panel, wear appropriate clothing in case you need to get up to grab something in the middle of the interview.

#### Pay attention to the sound quality, background and lighting

Sometimes microphones work but not well enough that you can be heard easily by other meeting participants. Also make sure that the location you will use is well-lit, so that the panel can see you easily. Finally, if you're worried about a messy room, look into selecting a virtual background for Zoom – you may need to test this out in advance to see if it works easily for you.