

A guide to

# REMOTE INTERVIEWS

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Tips, and advice for video and telephone based job interviews.

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# VIDEOS

Like it or not, a lot more interviews are now taking place online over video. This is not to say face-to-face has taken a backseat. Face-to-face is more common in second and third interviews after preliminary stage.

It is therefore important to adapt to video calls to make sure you're not at a disadvantage in the market

This is a new experience for some, so we hope this short presentation will offer some support and help.

# THE 2 TYPES

## **Live interviews:**

A video call with the interviewer that is relatively similar to a face-to-face, but with a few slight differences. Once you are used to the tech and have prepared, most people feel as relaxed as in a standard interview, knowing that they are speaking face to face with a person, even if it's only through a screen.

## **Pre-recorded interviews :**

These provide you with questions you must answer by recording yourself. These interviews are usually recorded with specialist software and you will have a certain number of attempts to answer each question. You won't be watched, you can do this in your own time and prepare for each answer.

# PREPARATION

Preparation is essential. Here are some pointers!

- Research the business
- Look up the interviewer on LinkedIn
- Know your CV inside out
- Have the job spec in front of you

# CHECK YOUR TECH

Before the interview have some test runs using the technology on your laptop, phone or tablet to ensure that it works. Call friends and family rather than a live test in an interview scenario!

In particular check the camera, microphone and internet connection are functioning properly and that whatever software the interview will be run on works on your devices. Zoom and teams are particularly popular and can be tested easily. Don't forget to ensure you have enough battery or that you are plugged in before you start!

Just as you would in a face-to-face interview, check your phone is off or on silent. Also make sure that you are not going to get interrupted by children, pets, house mates or partners!

# APPEARANCE

- You want to be positioned where you can be seen, but do not want to be too close to the screen.
- Ensure you are in the centre of the screen, with the camera at eye level.
- Look into the camera as you will appear more engaged with the interviewer.
- Ensure that you are in a location without too much background noise, where you will not be disturbed.
- Ensure the lighting works, do not have a bright window behind you as you may not be seen.
- Do not have things behind you that you do not want seen, be in a tidy space and dress appropriately i.e. smart casual.

# BODY LANGUAGE

Clearly body language is harder to portray over a video. Try to relax but ensure you're not slumped, lying down etc. unless you need to for medical reasons.

- Be aware that facial expressions may stand out even more than normal and be careful not to move your eyes to look around as you will appear distracted.
- Ensure you don't fidget too much, avoid covering your mouth, and make sure to smile.

# TELEPHONE

Most recruitment processes start with a telephone interview, assuming your CV gets shortlisted.

This will include a number of questions and maybe even some small talk. Remember that it is just as important to make a good impression over the phone as it is over video and face-to-face.



# PREPARATION

You should prepare for the telephone interview in exactly the same way that you would for a face to face interview.

- Research the business.
- Understand what the journey to work would be in case you are asked.
- Look up the interviewer on LinkedIn, know their profile and send them a request to join your network.
- Know your CV inside out.
- Read the job spec, highlight any areas you have questions about.
- Be prepared to answer any gaps in your experience that are required by the job spec but not covered in your CV.
- Have the job spec in front of you for the interview.
- Make sure your voicemail is professional in case the call goes through to it.

# YOUR ENVIRONMENT

- Ensure that your telephone has a full charge and good reception, You do not want to get cut off.
- Prepare the area that you want the interview to happen.
- Make sure you have easy access to your CV and the job spec and have a pen and paper so you can write notes or questions as you go along.
- Have a chair that makes you sit up. If you are sat up straight you will sound better than if you are slouched or lying down.
- Make sure that you are not going to get interrupted by children, pets, house mates or partners!

# THE INTERVIEW

- Answer the phone/ video call professionally.
- Keep your body language positive, it will help with how you project your voice.
- Stay calm and speak at an even pace.
- Try not to be monotone it can make is sound like you are unexcited about the position.
- Stay professional at all times and be polite.
- Try not to speak over each other. This can be very off putting.
- Have some questions to hand to ask the interviewer asking them about their biggest challenges can be a good conversation starter.
- Don't be the first person to talk about financials.
- End the call professionally, thanking them for their time.

# POST INTERVIEW

We would suggest sending a follow up email reaffirming your interest in the role and recapping on areas of synergy that have been uncovered during the interview.

If you do not have the interviewer's email address then do this via a LinkedIn message, if possible.

# CONTACT

Please feel free to reach out to us. We're always happy to answer any questions and check over your CV.

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