

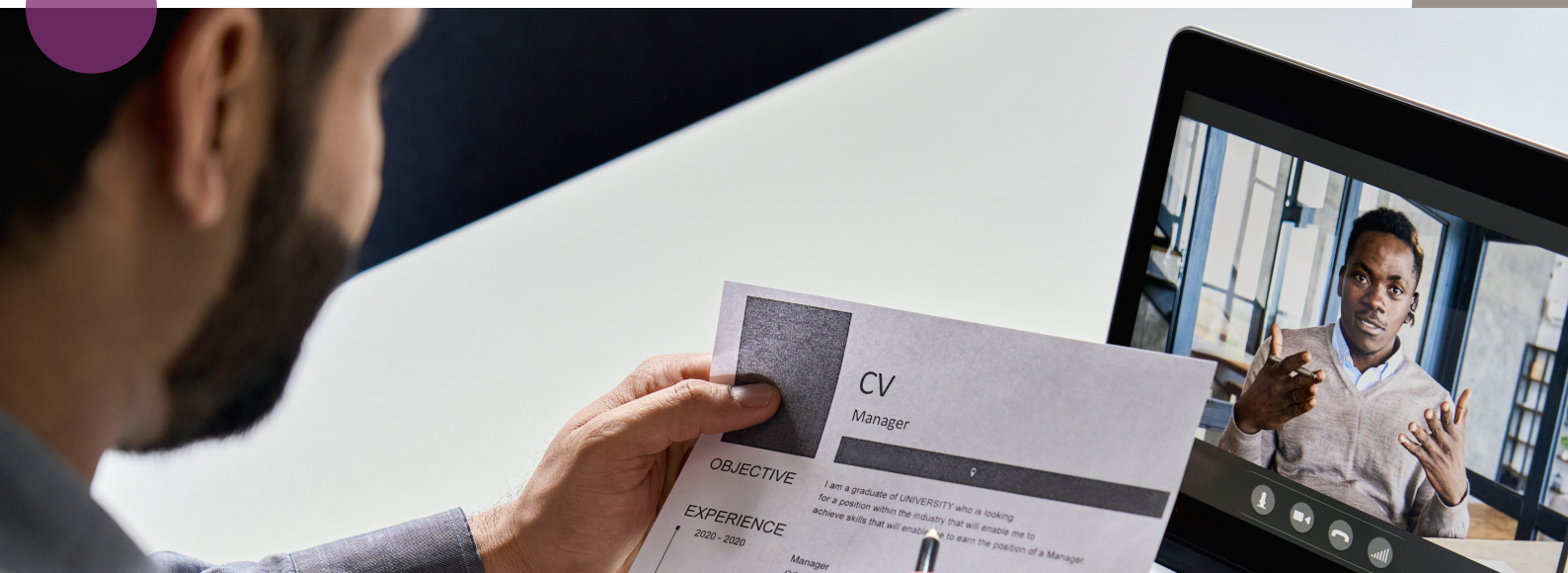
Virtual Interview Tips

Since March 2020, Ashley Kate has seen several changes in recruitment, the foremost being virtual interviewing. Some companies are unable to conduct face-to-face interviews, but they still need to grow their business and make new hires, therefore virtual interviews are needed. Holding virtual interviews ensures that recruitment efforts don't suffer, and they allow flexibility for candidates who may be hesitant to attend an in-person interview.

You have or may in the future be invited to participate in a virtual interview, either on a one-to-one basis or with a panel. The most popular video platforms are Microsoft Teams, Zoom, Cisco Webex Meetings or GoogleMeets; but there are many more. If you are not familiar with the platform you have been sent to, don't worry most hiring managers or recruiters will be able to support you accessing and using the software.

What are the benefits of holding a virtual interview?

- 1 Convenience** – Video interviews require much less preparation time for both parties.
- 2 Comfortable** – Candidates often perform better when they are in a familiar environment, allowing more natural answers.
- 3 Flexibility** – Video interviews allow a hiring manager to accommodate a variety of schedules. No more trying to get 2-3 people in the same location on the same day, thus reducing stress, travel, and any additional costs!
- 4 Remote** – You can be anywhere! Video interviews allow a hiring manager to speak to you anywhere in the country.



Preparation is Key!

Just like a face-to-face interview, you will need to prepare.


- Be **ready and waiting** to join the call, try to clear your diary beforehand as much as possible to ensure you are focused.
- A **desktop** or **laptop** is preferred, however, if this isn't possible, mention to the interviewer or recruiter beforehand that you will be using a handheld device.
- Make sure your device is **fully charged**.
- Make sure your **camera is turned on**.
- Check your settings, make sure you have activated **noise reduction** or grab some **headphones**. Don't worry how they look; the hiring manager will want to hear you nice a clear.
- Check **your connection**, remove any unnecessary devices from your **WIFI**. If you find you aren't holding a lot of bandwidth, this will make your video interview less "sticky".
- **Close programmes** or downloads running in the background – especially any pinging emails coming in.
- Pop any **phones near you on silent**.
- Eye contact is paramount, **smile** and talk into the camera.
- Have a **glass of water** nearby.

So, what else? Just like a face-to-face interview, you should:

- Re-read the **Job description** (if one is available).
- Re-read any **notes** you have been given.
- Visit the **company website** – Often there's a host of information available on there from learning about the company's core objectives, culture and values.
- Prepare for any role-related **questions**.
- Remember **S.T.A.R** (Situation, Task, Action Result) when giving examples.

Can my language affect my interview?

- Absolutely, face to face it's often easier to "**read the body language**", but virtually can be more of a challenge. You may be more tempted to relax because you are in a familiar environment. Think about your posture and facial expressions.
- If you lose connection, **don't panic**, reconnect and stay calm, these things happen, even to a hiring manager.



**Good luck and enjoy
the process, this is the
start of a potential new
career journey for you!**