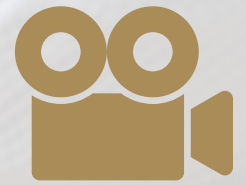


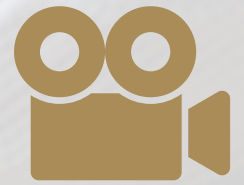
HOW TO CONDUCT A SUCCESSFUL VIDEO INTERVIEW



STEP 1: TECHNOLOGY

- Decide which device to use for the video interview. You can use a PC/laptop/phone/tablet, just make sure of the following:
 - The device has a camera
 - You have a strong, reliable internet connection
 - You can log into your email on this device for the invite
- An invite will be emailed to you ahead of the interview. This will include details such as time and date of the call, interviewer name(s), as well as a link that you can click to join the call.
- Once you have chosen your device, download the required app (e.g. Webex, MS Teams, Skype, etc). This will allow you to practice how to use features, such as turning on and off your mic/camera.
- Position your device so that the camera is facing you at eye level and at arm's length.
- Use headphones with your device if possible, and ensure that they have a mic built in.
- Ensure the internet, mic and camera have been tested in advance of the interview, but particularly 20 minutes before the interview begins.

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STEP 2: PERSONAL PREPARATION

- Dress as you normally would for a face-to-face interview.
- Choose a location for the interview with a non-cluttered background, where the light is facing you rather than behind you.
- Try to choose a room with furniture and other items in it, as an empty room will create an echo.



STEP 3: OTHER TIPS

- Practice how to use features, such as turning on and off your mic/camera, or the chat function, in case the interviewer can't hear you or vice versa.
- If possible, leave your device charging for the duration of the interview.
- Avoid using notes during the interview, which can be a distraction and cause you to look down, rather than straight at the camera.
- Click on the link to join the call 5-10 minutes ahead of the scheduled interview time, to ensure everything is set up correctly.
- Finally, if you are finding it difficult to hear or see the interviewer(s), be sure to flag this early in the interview.