

# TIPS FOR ONLINE INTERVIEWS

In recent years, online job interviews have become quite popular. The following information can assist you in preparing for such an interview.

## Main Points:

- Check out the technology
- Find a proper venue
- Non-verbals
- After the interview

## Check out the technology

Make sure you find out what type of online interview you will be having. Is it going to be an audio interview or both an audio and video interview? You also need to find out which method your prospective employer is proposing (such as Zoom, Skype, Meet, etc) and familiarise yourself with it. Check out the username you will be using. If you are not sure about the one you may already have create a new account. You also need to have a good wifi connection. It might be a wise idea to test all these out with a friend before the actual interview.

## Find a proper venue

Find a clean and quiet location where to set up. Make sure there is no clutter in the background, which should be as simple as possible. Natural light would be ideal but if this is not possible place the light source in front of you.

## Distractions

Be careful to silence anything that might distract you, including your mobile phone and any notifications on your computer.

## Interview aids

Keep a printed copy of your CV handy in case you need to check out details from it. You may also want to place sticky notes with important points besides the webcam. Keep pen and paper close by.

## Non Verbals

Dress professionally, including your shoes, as you might need to stand up unexpectedly. Look at the camera when you are talking and nod when you are listening. Do not sit too far or too close to the monitor and do not slouch or lean backward. Sit up straight.

## After the interview

Remember to thank the interviewer for his/her time. Follow up with a thank you email later on in the day or the following day if the interview was done in the evening.

