Preparing for your online interview

Where to start?

Those who fail to prepare, prepare to fail....

Research the role and company →

Dress for success →

Prepare your setting and equipment →

Who are you talking to?

→

Research the company

It's so important to know about the company you may soon be working for! Please take some time to research the company website and familiarise yourself with what they do, their recent achievements and who works there.

Sample interview questions

- What do you know about the company?
- What do you like about the role?
- Show how you will be able to work independently
- Show examples of remote working
- Show how you will be able to work in a fast-paced environment
- What are your key strengths?
- Do you have good IT skills?

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What to wear →

Dress for success

In recent times we have all heard the Zoom horror stories with people wearing (ahem) inappropriate attire to meetings, or not turning off their cameras at the end, or heaven forbid, cute little toddlers coming in and demanding biscuits during a live news broadcast. Please don't become a statistic.

Please ensure you are dressed and ready for the interview as if you were sitting in front of the client, and make sure you are positioned in an environment with a good telephone/wifi signal, with no distractions.

Always give yourself time to prepare before the interview. You can record yourself before the interview to see if you are happy with your setting, attire and body language.

Choose your setting

→

Clean. Uncluttered. Quiet

There are so many things you can do to make your space perfect for an online interview.

Make sure you use a laptop or computer with a good internet connection, and set a professional background in a brightly lit and quiet room.

Ensure your phone is off, notifications are off, and anything else that may be a distraction is off, or put away. Tell your household that you have the interview so they know not to interrupt you.

Always give yourself time to prepare before the interview. You can record yourself before the interview to see if you are happy with your setting, attire and body language.

Check your equipment →

Be prepared

It is advisable to have access to a laptop or computer, rather than a mobile phone for your interview.

Please have your interview log in details ready and ensure you have good internet/wifi connection. You will need to have the chosen platform (Zoom, Webex, Microsoft Teams) downloaded on your device. You will need to conduct all visual and audio tests prior to dialling in, so give yourself plenty of time to do this prior to your interview time.

Always give yourself time to prepare before the interview. You can record yourself before the interview to see if you are happy with your setting, attire and body language.

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Top online interview tips

Get interview ready with this handy checklist

- Use the mute button
- Look into the camera while speaking
- Choose a professional background
- Find a brightly lit room
- Pick a quiet space
- Silence your phone
- Maintain your focus
- Turn off notifications
- Use a laptop or computer
- Charge your laptop
- Update your computer
- Find a good internet connection
- Communicate with your household
- Wear professional attire
- Keep your screen clear
- Practice using Zoom/Webex/Microsoft Teams
- Use appropriate body language
- Ask your interviewer questions

Please call us on 020 7870 7177 if you have any questions at all.

Technical Troubleshooting

Zoom
Click here for help

Microsoft Teams
Click here for help

Webex
Click here for help