

CONSIDERATIONS FOR ONLINE INTERVIEWS

CHOOSE YOUR SURROUNDINGS

1. Sit relatively **close to the webcam** and check the view behind you.
2. **Close any nearby windows** that face out onto busy streets or traffic as this can cause unwanted audio feedback.
3. Ensure the **light source is in front** of you rather than behind as this can cause glare and shadows. Do not sit in front of a table lamp or window.

USING VIDEO

4. Test how you will appear on video. Raise your laptop if necessary so that the **webcam is level with your face**.
5. **Wipe the camera lens** to remove any smudges or dust.
6. Remember to **look into the webcam** and not the monitor when you are speaking. Even if it feels unnatural, it will look better to your audience.
7. Try to be even **more expressive** when talking on video than in 'real life' – the camera dilutes your mannerisms and voice inflections.
8. Remember to **keep your hands within the frame** of your webcam to ensure your hand gestures can be seen, although try not to over-do your hand gestures as, if overused, they can distract from rather than emphasise what you are saying.
9. **Do not swivel or shift excessively** in your chair.
10. **Wear appropriate clothing** – despite the environment being virtual, it can help you to feel more confident and at ease if you wear an outfit that you would have worn in person (even down to your shoes!)
11. **Humour can ease some tension** that may creep in to video meetings but make sure that your use of this is appropriate and not excessive, bearing in mind that things can translate differently over video.

USING AUDIO

12. **Practice using your microphone.** It is worth trying to find the optimum distance between you and your microphone so that you can be heard clearly and without any echo.
13. **Speak directly into the microphone.** If you are turned away, even at a relatively small angle, you will quickly lose volume.
14. **Avoid distractions.** Ensure that any open applications on your laptop or computer are muted and do not have audio notifications enabled as this will be captured by your audio feed.
15. Ensure you have placed your **mobile phone on silent** or even better, airplane mode.
16. **Avoid setting** your laptop or computer to the **highest volume setting** as this may cause audio feedback when you are speaking.
17. **Let flat mates/family members** know that you are attending an online interview.

TECHNICAL CONSIDERATIONS

18. If you are using a laptop, make sure that it is **fully charged** or better yet, **plugged in**.
19. Double check that there are **no impending automatic software updates** on your device that may launch during the online interview.
20. **Check your internet bandwidth** is sufficient to enable you to attend your online interview without any technical difficulties. It may be worth ensuring that any other members of your household do not attempt anything that may swallow up the bandwidth when you are logged in, i.e. downloading or streaming movies or music, playing online games or using a video calling application such as Skype, Zoom or FaceTime.