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## CANDIDATE VIRTUAL INTERVIEWING GUIDE

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### 1. What are the benefits of virtual interviewing?

If this is your first experience of virtual interviewing it may seem like a daunting prospect to begin with. However, there are a lot of benefits to virtual interviews including;

- Some candidates feel more at ease and less nervous during virtual interviews as they are in their own chosen environment;
- They can save time, energy and money for candidates as they do not have to travel to an interview venue;
- Virtual interviewing allows greater flexibility for both candidates and hiring managers, making interview scheduling much easier.

This guide will provide you with some hints and tips in preparing for and taking part in your interview.

### 2. What technology will be used for my virtual interview?

Details of the technology being used to conduct your virtual interview will be provided in your invite to interview. Please ensure you follow the guidance provided within this email for testing your accessibility for the technology being used. If you encounter any problems with this, please notify the Recruitment Team as soon as possible.

### 3. Test your tech

Once you have accepted your invite to a virtual interview test your technology as soon as possible to ensure you are set up for success. Take some time to ensure your webcam and microphone are functioning properly and check your internet connectivity. It will be easier to fix any problems in plenty of time for your interview rather than trying to fix them five minutes before the interview.

On the day of your interview, check your equipment and internet connection again. Be sure to pause any downloads or major data syncs until after your interview to minimise any disruptions. Also be sure to close any programmes on your computer and switch off any notifications.

### 4. Choosing your interview spot

This is an opportunity for you to interview in an environment where you feel most comfortable. When deciding where to take your interview try to choose somewhere that has good lighting and preferably with a blank wall behind you to ensure you are the focal point of the conversation and not necessarily your surroundings.

Once you have chosen your spot, try to minimise distractions as much as possible. Turn off the TV or radio, silence your mobile phone and close over any nearby windows if there is any outside noise.

### 5. Dress the part

While you might be having your interview in a more relaxed setting it is important to still put some thought into your appearance. Consider dressing for a virtual interview in the same way you would for a face-to-face interview, or even going for a business/casual look.

## 6. Body language

Even though you can't shake a hiring manager's hand during virtual interviews, it is still important to consider your body language. The most common ways of displaying confidence during an interview are to sit up straight, smile and make eye contact.

Making eye contact during a virtual interview can be tricky as your natural instinct will be to look at the image on the screen, however, this may appear to the hiring manager as though you are looking away from the screen. Instead, try keeping your webcam at eye level and keep your focus on the camera during the interview. This will help show the hiring manager that you are engaged in the conversation taking place.

## 7. Do your research

It is still important to prepare for a virtual interview in the same way you would for a face-to-face interview.

We provide further guidance to candidates on what to expect during a NES interview and how to prepare for these [here](#).

## 8. Practice run

While you have more opportunity to have some notes sitting in front of you during a virtual interview than you do when attending a face-to-face interview, it is still important to practice your answers. Try to keep your answers natural in tone, instead of sounding like you are reading from a script.

It may be a good idea to try recording yourself answering a couple of practice questions to see how you come across on camera. This will also give you the opportunity to check all your equipment is working.

## 9. Be yourself

A virtual interview is really no different to a face-to-face interview. Hiring managers still want to get a sense of who you are as a person and if this aligns with the NES vision and values. Being true to yourself is the best way to highlight what you can offer.