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HOW TO GUIDES

Employability Skills Guides

Prepare for a Virtual Interview

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HOW TO GUIDES PREPARE FOR A VIRTUAL INTERVIEW



There are two types of on-screen interview you might face as part of the graduate recruitment process: live and pre-recorded.

Pre-recorded video interviews are often used to filter candidates at an early stage, sometimes instead of a phone interview. You are typically invited to log in to a system where you are asked to answer a series of pre-recorded questions.

Live on-screen interviews such as FaceTime and Skype interviews are closer to the traditional face-to-face interview.

Shortlist.Me offer resources to help you prepare for video interviews.

Three key tips for a smooth video interview experience These tips will help you feel confident, present yourself in a positive way and come across well, whether you're being interviewed live or are taking part in a pre-recorded assessment.

Practise

Prepare

Be professional.

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Tip 1: Practice

Practise on your own beforehand, using your laptop to record yourself. Review the recording to see how you come across on screen.

Check out your body language and tone of voice. Do you slouch, pull strange faces or fidget? Do you mutter or gabble? Now's the time to tone down habits and mannerisms that aren't helping to create the impression you want. Check you're speaking clearly enough and at a pace that will allow you to be understood.

Ask a friend, parent or tutor to review your recording with you. They could also take on the role of the interviewer and ask you questions – particularly useful if you're going to be doing a live two-way interview.

Some companies that host video interviews offer online practice sessions or online videos you can watch beforehand for advice and encouragement. Take advantage of these. You may also be given the option of a couple of practice attempts before you record your final video interview.

Make notes in bullet point format and keep them where you can see them easily. It's OK to glance at your notes for reference if you need to, but you shouldn't sit there with your eyes glued to a piece of paper, reading out answers that you've written down in advance.

Check any instructions carefully. Once you've started, you are usually not able to rewind or review your answers.

Treat your Skype or video interview as you would a face-to-face interview. If you're in doubt about dress code check out the company website, and if it's still not clear, dress smartly.

Check out the background that your interviewer will see. Look at it on your practice recordings or take a snapshot of what's behind you. A relatively uncluttered background is best.

Check the light levels, too. You want the recruiter to be able to see you.

If necessary, shut out the wandering cat, silence the dog and warn your flatmates or family that

you'll need some peace and quiet for a while.

If you're doing a Skype interview, think about the impression your Skype name will create and make sure it's professional.

When a live interview is under way, avoid talking over your interviewer.

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What kind of interview questions will you be asked?

You could be asked competency-based interview questions, strengths-based questions or a combination of the two.

Some employers use video technology to present candidates with different workplace situations and to ask them questions about it. If this is the case, you might be asked to respond in

- one of the following ways:
- answer multiple choice questions
- record yourself speaking
- type in your answer

This kind of interview is sometimes described as a ‘job simulator’ or ‘online immersive assessment’.

Remember, pre-recorded video interviews are particularly likely to be used instead of phone

interviews, but they are not seen as a substitute for face-to-face second interviews and final selection. Most companies will offer the opportunity to view their premises and meet other employees at a later stage in the process, if you get through this first.

Companies that host video interviews include Sonru, SparkHire, LaunchPad and InterviewStream.

You may find yourself under some time pressure. For example, you might be given 15 seconds of thinking time and 60 seconds for your answer, with a timer on screen indicating how long you have left.

You could be asked to upload a self-recorded clip to a password-protected site to highlight specific skills or tell the company about yourself. This is particularly likely for roles in sales, media or marketing, and gives the recruiter insight into your presentation skills.

HOW TO GUIDES GET HELP & SUPPORT

Contact the Careers & Employability Service



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