

## Preparing for a video interview

### Introduction

The following information is written as best practice guidance. We understand that in the current circumstances you may be facing challenges in preparing for the assessment interviews. Most importantly, make sure you are comfortable and understand the video interview process. Prepare in advance and attend one of the demonstration sessions to establish your confidence.

### Your location

Choose a quiet location where you are least likely to be disturbed during the interview. Let other people in your location know when your interview is taking place so they can be considerate to your needs.

### Facilities

Ensure you have a comfortable seat, a desk or tabletop, pen, notepad and water (or other soft drink).

### Background

The other participants will be able to see the background of where you are sat. Make sure there is nothing in the background that will be distracting for the other participants. Make sure there is nothing within your view that will be distracting too.

### Lighting

Try to sit in front of, next to or near natural light but avoid sitting with a window behind you. Avoid having a light source directly above you or behind you. If you don't have natural light, consider placing a desk lamp beside you or a table lamp behind you to one side.

### Your device setup

You must use both audio and video devices throughout the video interview. The devices may be combined within your computer device or you may use separate devices.

### Computer device

Use a desktop computer, laptop or tablet (screen size greater than 7 inches). Smartphones are unlikely to provide an effective video experience but could be used to provide the audio if you do not have access to a microphone and/or speaker on your computer. Close any applications on your computer device that you are not using.

### Internet connection

While conducting video interviews in your home, your internet connection may be in use by others. If possible, ask other people in your home to avoid using the internet during your video interview. This will help maintain a high-quality connection.

### Video device

Try to position the camera (external or built-in) at the same height as your eyes. This will help create a comfortable posture for you and will be more engaging for the other participants. Have the webcam pointing directly at you. When speaking, try to look at the webcam as much as possible. This will create an experience similar to sitting face-to-face.

### Audio device

If possible, use a computer headset. These are usually dual ear, have an adjustable microphone and in-line controls. Alternatively, use the built-in microphone and speakers on your computer device, but bear in mind that you are more likely to experience disruption from external sources.

### Professional Attire

Dress as you would if you were attending your assessment interview face-to-face. This will help you achieve and maintain a professional attitude during the video interview.

Some clothing can be distracting on camera: avoid clothes with complex patterns that may become distorted; a plain white top can sometimes appear bright.

### Talking and listening

Talk slowly and clearly. Give the other participants time to respond. There may be a delay in them receiving your video and audio.

Use body language (nodding) and short affirmations (yes, ok) to demonstrate you are listening and engaging.