Remote interview tips

- Practise, practise, practise!
- Refresh on all your preparation as normal including research, application form, Job description etc;
- Remind yourself of all the normal interview etiquette including smiling and looking at the camera to get eye contact;
- If you use notes – be careful not to overdo it, and resist the temptation to always be reading them and not looking at the panel;
- Tidy the room you will be using!
- Try out where to position your camera, lighting and what view the panel will see;
- If you share your space make sure you notify others so you aren’t interrupted;
- Dress for the occasion – and resist the temptation to dress half professionally/half in PJs as you don’t know if you need to get up part way through!
- Test all the IT and equipment;
- Make sure your devices are fully charged!
- Have back-up contact details in case something fails;
- Try any new software/systems in advance;
- Prepare with a supply of water, tissues etc in case of dry mouth/hayfever or other issues;

Enjoy the extra comfort of being in your own, familiar surrounding – but don’t forget this is still a formal interview process!

Other resources

LinkedIn Learning:
- Finding a remote job (3m) – From the course phone and video based remote job interviews
- The Art of Video Interviews (3h)
- Video Interview Tips (24m)
- Phone and video interview skills (3m) – From the course: Finding a Job.
- Phone and video based remote job interviews (3m) – From the course: Finding a Remote Job.
- How to nail a Phone or Video Interview (3m) – From the course: Recovering from a Layoff.
- How to Succeed in an Internal Job Interview (24m)
Articles/Blogs:

- 9 Tips for Mastering Your Next Virtual Interview by Harvard Business School
- Video Interview Tips by Reed.co.uk
- Top 10 Remote Online Interview Tips During Lockdown by Forbes
- 6 Interview Skills that Will Get You Hired by The Learning Blog (LinkedIn)
- To Ace Your Job Interview, Get into Character and Rehearse by Harvard Business Review

Resources for ‘Virtual Interviewers’:

- Effective virtual interviews: An interviewer’s guide (PDF) by Odgers Berndtson