

# 9 ways to ace a telephone or video interview



## 1 Get yourself and your room ready

First impressions count, so make sure you and your background are looking professional.

Choose an outfit in advance and make sure it's clean the night before. Traditional attire like a suit or tie may look too formal, but you should still be smart. Even if you're doing a telephone interview, dressing for the event can help you get into the right headspace!

If you're talking to an employer on video, make sure you're sitting in a tidy, neutral space. You can blur the background if it feels more comfortable – but steer clear of novelty backdrops.

## 2 Keep distractions to a minimum

Don't let interruptions spoil your performance. Make sure everyone you live with knows the date and time of your interview, so they keep noisy activities to a minimum. If needs be, they can go out a walk to give you some space.

Also, remember to turn off all electronic devices that aren't essential to the interview. One of the biggest distractions in video interviews is mobile phones going off!

## 3 Do a technical dry run

Nobody wants to start an interview on the wrong foot, and technical problems can be both frustrating and time consuming.

Do a dry run to make sure everything will work on the day. Check your internet connection, test your microphone and camera, and log into video or conference call software.

If you're doing a video interview, set up the programme so your full name appears on screen when you log in – potential employers don't want to see a silly nickname.

## 4 Give yourself 10 minutes' prep time

If you jump straight from a work call or personal task into an interview, you'll find it hard to get in the zone – so set aside some time to prepare beforehand.

Block out 10-15 minutes ahead of your interview to get your phone or laptop read, pour yourself a drink of water, looking up the name of the people interviewing you and read back through the job description. This simple process will prepare you for success.

## 5 Maintain eye contact and positive body language

It's much harder to form a connection with people online, but you can help create chemistry by giving the interviewer lots of eye contact and positive body language.

To keep your focus in a video interview, stick a brightly coloured post-it note above your laptop camera. This will remind you where to focus your attention. You may also want to use a dining chair or desk chair to make sure you're sitting up straight.

Even if you're doing a phone interview, the way you present yourself can influence the way you talk. Employers can tell in your voice if you're smiling!

## 6 Speak slowly and clearly

It's easy to ramble when you're nervous, but it's even more important that you speak clearly during remote interviews, as there can be a delay in communications.

Don't be afraid to pause for breath between points when you're giving an answer – this will make sure interviewers have heard your answer, and it gives you a chance to consider whether you have anything else of value to add.

## 7 Turn your notes over

Lots of people write notes when researching for an interview, but don't be tempted to look at them when you're speaking to a potential employer. It can make you seem underprepared!

Take a look at them just before the interview starts and then shut your notebook or turn the page over. This will help you to focus on eye contact and give genuine, convincing responses.

## 8 Practice saying goodbye

How do you sign off when you can't shake someone's hand? Think about how you want to end your interview to avoid 'fluffing' your goodbye and giving a flustered final impression.

Most candidates like to finish by thanking the interviewer for the opportunity, followed by a smile. Try not to panic and do a silly wave!

Also, check your phone or computer is fully disconnected before coming out of interview mode. You don't want to make an off-the-cuff comment, only to find out a potential employer is still on the line.

## 9 Stay fully charged

Last but not least, remember to charge your device!

Even the best prepared person can lose focus if you discover your phone or computer has 5% battery five minutes before the interview starts.

**Good luck!**