

# How to prepare for an on-line interview



As the world we live in has changed, so will the recruitment process for apprenticeship programmes. More companies will be using online recruitment for this year's intake. Below are a few hints and tips on how to prepare for a video conference interview.


If you have any questions, please email me: [pasfieldd@tmhs.rkt.co.uk](mailto:pasfieldd@tmhs.rkt.co.uk) Good Luck!

## Technology

Check the technology prior to the interview. Do you know how to connect into the interview? Do you have the right application downloaded and do you know how to use it? Also check the camera and microphone on your device are working prior to the interview.

## Setting

Find a quiet, private, and well-lit place to be interviewed. Think about the backdrop which should be as clutter free as possible so the interviewer can focus on you. Sit opposite a window (if possible) rather than having a window behind you so that there are fewer shadows on your face. Try to ensure the height of the device is at eye level so you are not looking up or down to the camera.

 Tip: Have a trial run of the setting at the same time of day prior to the interview to check the lighting and make sure the interviewer will have a clear view of your face.

## Dress

Dress as you would to a face to face interview BUT do not wear checks or stripes as they tend to distort on camera.

## Body Language

Make sure you look into the camera to create eye contact. Also nod and smile when appropriate just as you would in a face to face interview.

## Prepare

Prepare as you would for a face to face interview but don't have a list of answers in front of you as you want your answers to sound natural and you don't want to be tempted to keep looking down to read from your list.

Prior to interview

- Research the company
- Research the apprenticeship programme
- Think about your answers to common questions, such as why are you applying for this apprenticeship? Why do you want to do an apprenticeship? Why do you want to work for this company? Tell me about a time when you have demonstrated *communication* skills (you need to think about examples of all the different skills and qualities the employer has said they are looking for in the advert)
- Think about questions you can ask (have at least two in mind)