

## **EPISODE 5 – Virtual Interviews in Focus**

**Slide 1:** Mini-Series: Own Your Selection Process. Episode 5: Virtual Interviews in Focus

**Slide 2:**

In this episode we will be focusing on virtual interviews. This includes an overview of the different virtual interview platforms and how to adequately prepare for them.

**Slide 3:** The rate at which the world of work is shifting to operating virtually is increasing every day. Virtual interviews ensure broader access, decreased costs and is more convenient for many companies. It is therefore fundamental that you become comfortable with the reality of a virtual interview, as well as the virtual platforms that you would need to engage with for a virtual interview. These include: Zoom, Microsoft Teams, Google Meet and Skype... Ensure that you know how each one operates as you do not know which one will be the preferred platform that a company uses.

**Slide 4:** Become familiar with the basic functions such as sharing your screen, switching your camera on and off and know where the mute button is.

Remember that even though preparation for a Virtual Interview is the same as face to face, it does come with its own challenges which you have to be prepared for.

**Slide 5:**

In order to ensure that you are fully prepared, here are some tips to help:

- Many of these platforms are linked to your personal accounts – make sure your username & profile pictures are professional.
- Ensure that your device battery is fully charged and that you have a strong internet connection.
- Dress professionally – you are still being seen and so it's important not to look like you've just woken up or in your lounging clothes.
- Ensure that you have a neat background – even if it's in your bedroom or family room – ensure beds are made and that there isn't anything distracting behind you.
- Ensure that they can see your face clearly – ensure the room you are in is well lit and you don't have a window behind you – this creates a shadow.
- Ensure that your sound is setup beforehand and that you have tested your microphone and speakers.
- Ensure you have your supporting docs on hand in case you need to refer to them.
- Eye contact – it's easy to look at the screen, but ensure you are looking directly at the camera so that you maintain eye contact with the interviewers.
- Make sure you are not having to look up or down at your screen/camera – making sure your laptop is at eye-level ensures you are well positioned.
- Do a mock call with someone beforehand to ensure that all works well.

**Slide 6:** Thank you for tuning in to episode 5 of Mini-series: Own Your Selection Process, brought to you by the UCT Careers Service. Be sure to tune in to episode 6 where we will be focusing on Psychometric Assessments.