# How to smash an **online interview**

With COVID-19 completely changing the way we live and work, the process of having interviews online or via telephone are now the norm. Although this has some challenges, there are plenty of ways to ensure that you **wow** your potential employers…

**So, here are some tips on how to smash that online interview!**

*You're on mute!*

## Check your tech!

So, it's no surprise that nowadays most interviews are taking place online. Whilst interviews can be nerve-wracking in general, there's one thing you can do to make sure things run smoothly on the day of your interview and that is… **check your technology**!

## A checklist for checking your tech:

☐ **Conduct a practice run** with your friends or family. Use the platform that your interview will take place on, such as Zoom or Microsoft Teams, to make sure you're familiar it.

☐ **Check your audio!** Even if they can't see you, they need to be able to hear you, and you them!

☐ If you have used this platform for a recent quiz with friends, **make sure any filters or backgrounds are switched off.**

**Check these during your practice run!**

*I'm here live, I'm not a cat*

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☐ **Agree a plan B** with your interviewers. Just incase there are any technical difficulties, make sure they have your phone number so you can continue via the phone or reschedule for another time.

☐ **Pick your interview spot carefully.** Think about where in your house you'll be most likely to avoid the background noise from your household, think about the background behind you and the lighting too.

**Now the tech is out the way – how do I prepare for my interview?**

Other than the fact that your interview is now taking place online, **it is still just an interview** where your potential new employers want to get to know more about the person behind the application. So, you can prepare the way you would for any interview!

**Review your application.** What were the key skills and experiences you referenced in order to meet the job description? Have these to hand incase you are asked about a specific part and need a reminder.

**Research!** Read up about the company, look at reviews of the company from previous employers, look up your interviewer on LinkedIn, see if the organisation has had any launches, changes in management or big news stories recently. You want to demonstrate your knowledge of the company and the wider sector.

**Think about possible interview questions.** Don't write yourself a script because every interview is different so the questions won't be the same. However, if you look up common interview questions, you can think about how you might answer them and apply them in your interview.

**Plan some questions.** What do you want to know about the job, organisation or your potential colleagues that you can't find out through your own research? Try to ask at least one question.

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## Put it into practice!

Write down **3 things about yourself** that you want to make sure you cover in your interview:

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Write down **3 reasons why you applied to this specific job** with this organisation:

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Write down **3 things that you are not as strong at** and think about how you can overcome them:

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Use this box to write **key words to prompt you during your interview**. Think about the job description, specific skills, experience, examples, etc.

### Final Tip!

Really think about your **body language**. Make sure you're engaged, maintaining eye contact, and demonstrate your enthusiasm. Try not to slouch, yawn or look around the room.