

## Candidate guidance for video interviews

When you are invited to a remote interview it's important to think about how you prepare and what differences you may encounter during the process, so that you can perform at your best in the interview.

Your interview at Leicestershire County Council will be via Skype or Microsoft Teams. This will be like any other interview, except there is technology in between you and the interview panel.

### Some tips on preparing for your interview:

#### Privacy

- Try to find a place without any distractions or noise that the interviewer can hear.
- Remember to turn off other devices that may interrupt or distract you.

#### Appearance

- Check how you appear on screen before you start the interview.
- Keep in mind your background, if possible have a neutral space so that the interviewer can focus on you.
- Take care with lighting, make sure that you aren't conducting the video interview in a place getting too much sun or you may find it difficult to see the screen and get too hot.
- Try not to sit directly in front of a window, or the interviewer may only see your silhouette.
- Elevate your screen so that is at the right level for you to look directly ahead. This enables you to have better eye contact with the interviewer.
- Prepare just as if you were meeting in person, dress appropriately and professionally as this can help you to create the right mind-set for the interview.

#### Technology

- Test your technology. If you are using an iPad or tablet you may need to install software or an app to join the interview.
- If you haven't used Skype before, check how it works in advance and familiarise yourself with the screen and settings.
- Skype will automatically mute your microphone. Check that you know how to unmute this for when you join the call, and that your volume is at a level that you can hear appropriately.
- Check you know how to turn the camera on, if it doesn't turn on automatically.
- Make sure your microphone works by doing a sound check and playing a recording back.
- Ensure that your battery is fully charged, so that you aren't cut off during your interview.