

# How to succeed in virtual interviews

Due to the COVID-19 pandemic, employers are introducing new producers for interviewing candidates. When applying for teaching roles, you may be invited to an online interview via *Microsoft Teams*, *Skype* or *Zoom*.

Here are tips on how to succeed in virtual interviews:

#### Prepare for first impressions

Although you're not meeting your potential employer in person, you still want to make a great first impression. Ensure you have the correct software installed on your computer and test your web camera and audio beforehand. You don't want technical difficulties like this during your interview.

Before your interview, practice your interviewing skills in front of the camera and ensure the camera is adjusted to the correct height. Set up in a quiet room and make sure there is no distracting background noise during the interview process. Your surroundings also need to be tidy and appropriate for the interview. You could use one of the backgrounds provided in the interviewing platform.

Dress as though you are attending an in-person interview. Given the current climate, candidates might feel tempted to only dress appropriately from the waist up. Dressing smartly from head-to-toe will make you feel mentally prepared for the interview, and it's important for your potential employer to see that you are presentable despite the current circumstances.



#### Prepare for interview questions

Whether your interview will be with a recruitment company, school or college, make sure you do your research. Just like an in-person interview, you may be asked about your experience and what skills you have that would benefit the role you have applied for. It's important to demonstrate that you have fully researched what the role entails to emphasise you are driven to secure employment with them.

### Confident body language

Throughout the interview, maintain eye contact, smile and nod to give signals that you are engaged. Stay calm if your internet begins to suffer a connection issue. It's very common for this to happen during video calls, and if this does happen, remain composed and ask to reconnect the call if necessary.

## Ask questions

The interviewer will most likely give you an opportunity to ask them any questions you may have about the role. Prepare a few questions prior to the interview and ask the interviewer what is going to happen next before the interview ends. Schools and colleges may have arrangements for in-person and online learning for students during the COVID-19 pandemic. Find out how this might affect you.

In summary, show interest and responsibility by researching your potential employer. Emphasise your skills, be truthful, and be confident. By preparing effectively beforehand and following these steps, you'll be on your way to interview success. Good Luck!



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