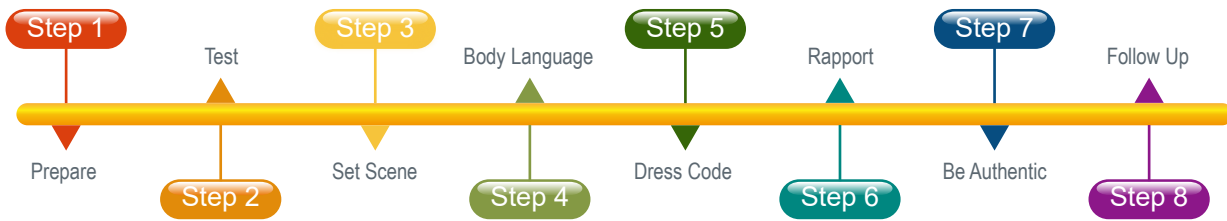


Interview Guide for Candidates

How to prepare for a virtual interview



1 Preparation

You will get the best results if you prepare in advance. You will be provided a pack with the interview competencies to review beforehand. Be prepared with Situation, Task, Action, and Result (STAR) examples. See [here](#) for more information on the STAR technique. In addition, you will also be asked some competency based questions where you will have the opportunity to tell us about your strengths.

Research the company and immerse yourself in its brand and culture. Review the job description and come along with a can do attitude highlighting your achievements and experience. Take time to think about questions that you would like to ask the interviewer(s) and be prepared with a few examples.

2 Test Your Technology

You will receive a Webex invitation for the interview. You will require a camera and microphone on your computer. Top Tip: Wear headphones during the interview as this will help with any background echo and ensure a seamless interaction between you and the interviewer(s). Prior to your virtual interview, check all of your technology to ensure it works and can be used to communicate effectively. In the 10 to 15 minutes before your interview, check your internet connection and sign in to the Webex meeting 5 minutes prior to ensure you are on time. You can also connect to Webex using your phone, you will be provided with the joining details in your interview invitation.

3 Set the Scene

It is recommended for your interview to find a quiet location with few distractions. On Webex, your background area will appear on-screen for the interviewers to see, ensure this is presentable and gives the best representation of you.

4 Body Language

This is important when building a connection with the interviewers that your body language shows you are interested. Smiling and verbal nods show enthusiasm, eye contact and having a warm greeting will also show you are present in the interview. 55% percent of communication is from Body Language.

5 Dress Code

Dress the part, as you are the candidate you want to portray a professional image. Smart dress is appropriate for an interview; professional clothing gives the interviewer the right impression. Dress as you would as if it was a face-to-face interview.

6 Rapport

It is important to establish a connection with the interviewer. This will help you stand out from other candidates. Small talk at the start of the interview can help establish rapport; you may be able to research your interviewer(s) on LinkedIn to establish common interests.

7 Be Authentic

It is key to be yourself during the interview and feel relaxed. Ensure you have refreshments on standby and it is important to portray yourself as the best candidate for the role. This is your time to shine and showcase your personality, ask questions and demonstrate your interest in the company. Leverage your soft skills such as body language, interpersonal skills and adaptability, as this will convey confidence.

When the interviewer speaks, be respectful and do not talk over them. Be kind and considerate during the interview. The interviewer will be looking to see how you will fit in with the team and the culture of the organisation.

8 Follow up

After the interview, send a thank you email to the interviewers. It is good practice to do this within 24 hours of your interview and is an opportunity to ask any further questions if you need to.