Virtual Interview Skills

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### Why are virtual interview skills important?

Current circumstances mean that it’s much harder to meet face to face, and virtual interviews are becoming very common. Whilst preparing for a virtual interview is quite similar to preparing for a face to face one, there are some important things to remember. We’ll take you through some top tips for getting yourself ready.

### Before the interview

- Check which platform is being used and familiarise yourself with it
- Make sure you have a suitable device available and do a technology test run
- Check the strength of your internet connection and use a wired connection if possible
- Find a brightly lit location where you won’t be disturbed or distracted
- Plan an outfit that is smart, but that you feel comfortable in

### On the day

Many of the key tips for the day itself are the same as for a standard, face to face interview:

- Try to relax
- Be friendly and polite
- Listen carefully to all questions
- Don’t forget about body language - avoid slouching and fidgeting, and make regular eye contact
- Remain attentive and engaged throughout

### What you might be asked?

- Reasons for applying
- Present course of study
- Knowledge and experience of a subject or field
- Personal qualities
- Interests and work experience
- Career aspirations

### Calm your nerves...

- Practice your answers before the interview
- Make some notes to keep handy throughout
- Have a glass of water to hand
- Take a deep breath!

### How to answer

- Be positive
- Be honest
- Be concise
- Avoid yes/no
- Ask questions
- Volunteer info
- Give examples

### A few last tips...

- Universities know that technology isn’t perfect and some things might go wrong - try not to worry!
- Keep contact details to hand in case you do have any problems
- Be positive and enthusiastic!