

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.



Interview platforms

Different universities might use different platforms, including Zoom, Skype and Microsoft Teams. The university will let you know in advance which one of these will be used.

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!

