

## Top tips for video interviews (i.e. via MS Teams, Zoom)

Congratulations on being shortlisted for your interview! It is likely that your interview may now be scheduled to be held remotely via software such as Zoom or Skype. We have collated some top tips to help you prepare for your interview.

Please also see the blog post '[Video Conferencing — Good Practice Guidelines](#)' by Ben Britton (@bmatb), Jess Wade (@JessWade), Esther Odekunle (@EstOdek), Maryam Zaringhalam (@webmz\_) and Jessica Boland (@DrJessBoland) which provides suggestions on how to make online interactions easier, more accessible and more inclusive.

There are also resources available via Imperial (e.g. [Microsoft Teams Guidance](#)) and externally ([Zoom resource page](#), [Skype resource page](#), and plenty of blogs and YouTube videos). These will help you get up-to-speed with how to use the software and understand all the functions you require for your interview, but also for general communication with your colleagues.

### Getting set up

- Test out the technology/software first. Call a friend or colleague and check the audio and visual functions are working. Do you have a Skype account or Zoom account? Do you need to set one up? Are you using a professional username?
- Check how to share your screen for presentations and practise your presentation using the software. You don't want your interview to be the first time you try your presentation (e.g. via Zoom).
- Check your surrounding area. What's in the background? Can you blur this out? Don't let the interviewer be distracted by your background and not be focused on what you're saying.
- Check the lighting of the room where you will be. Check this at the same time of day that your interview is going to be conducted to mimic the interview conditions.
- Check if you need a microphone/headset so that everyone can hear you clearly.
- Check your internet connection. Does it stream effectively? Are there any delays?
- Just before the interview, ensure everything is fully charged or plugged in, as you don't want the battery to run down.

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## During the interview

- Privacy - inform your family, house mates and children that you will be unavailable during the interview (lock pets out of the room). You don't want unexpected interruptions. Choose a location in your house which has minimal background noise.
- Check that the audio isn't on mute and that you turn on the video access.
- During the interview close all other programmes on your computer so no alerts or distractions come through during your interview. Have a copy of your application or CV to hand to refer to if needed.
- Have your presentation open, set up and ready to go.
- Use the mute button if you need to, e.g. if the panellists are talking and there is background noise from your side, or you need to cough/sneeze.
- For video calls, your camera should be at eye level. Have the thumbnail of yourself directly under the camera so you are looking into the camera rather than at yourself in the bottom right corner.
- Speak slowly and clearly so the interviewers can hear what you're saying. And ask for clarity on any questions if you didn't hear what they said – this is ok.
- Use positive body language. It's best to avoid slouching, moving too much or touching your face. Instead lean forward (beware of the face-in-camera effect), make good eye contact, smile, listen and take an interest in what the panel are saying.
- Have a notepad and pen to hand to take notes if needed. Don't make notes on the computer/laptop, the panel won't want to hear you typing.
- You can have notes (e.g. presentation notes or question preparation notes) on hand but don't have so many that you're sifting through papers during the interview – do you really need them?
- This is still a professional interview. You may be at home but it's still a formal interview and this means dressing appropriately. You should wear the same outfit you would have chosen for a face-to-face meeting.

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## Interview preparation tips

- Just as with a face-to-face interview, check the time and date. Don't be late!
- Practise your answers to questions. Have a [mock interview with the PFDC](#) and a technical mock interview with colleagues.
- Try and relax. Practise talking via MS Teams or Zoom so you are comfortable in front of the camera and communicating via video link rather than face-to-face.
- Record yourself. You can record yourself giving the presentation or practising answers to questions to see what you're doing. This way, you'll become aware of anything that might need toning down (physical or verbal tics).
- Take the interview seriously.
- See the PFDC publication [“Preparing for your fellowship interview”](#) for specific fellowship interview advice.
- See the PFDC tip sheet [“Preparing for job interviews”](#) for advice on preparing for job interviews.