Top Tips for Virtual Interviews

- Ensure you are confident using the virtual meeting platform specified before the session (have a couple of test runs).

- Carry out the interview in a place where you will not be disturbed.

- Use a laptop or PC rather than a phone, as you will have greater functionality.

- Check your internet connection and have your device attached to a wired internet connection cable if possible.

- Ensure you have a suitable background (you will note from the millions of home shot interviews on the television news, a bookcase is a classic).

- Wear appropriate headphones - preferably discreet ear bud type ones and not gaming headphones. These will cut out noise around you and ensure you hear, and are heard, clearly.

- Natural light, from the front, is best.

- Avoid sitting in front of a window, as you may disappear into silhouette.

- Ensure your whole head is in the frame.

- Position yourself with your eyes approximately 2/3 of the way up the screen.

- No filters.

- Join the interview 10mins early and start the meeting mute.

- Treat it like a face to face meeting: dress appropriately, sit up, smile.

- If interviewed by a panel - ensure you view the session in grid mode, so you can see the whole panel - read 'the room' (they all matter).

- Give it your full attention and ignore external distractions.

- Maintain 'eye contact' with your computer screen - avoid wandering eyes, which are exaggerated on screens and make you look like you aren't fully engaged.