

## Apprenticeship Live Video Interview Guidance

Preparing for any interview is important. Even if the interview is over the phone, face to face or via video. For a live video interview, you should receive an invite and login details from the employer, so it is worth taking the time to familiarise yourself with the chosen platform, i.e., Skype, Google, Zoom or Microsoft Teams. You want to ensure you have strong internet connection and the equipment you are using is reliable.

Whilst you also need to still consider your appearance on screen you will also need to consider your setting and background. The employer will not be expecting a studio setting; however, your space will help to create an environment where you and the employer can focus and interact. This means ensuring there are no noises in the background, there are no interruptions from other people or notifications and the background is not too busy. Avoid clutter and keep it clear, clean, and simple.

Dress as you would for a face-to-face interview. First impressions still count even in a virtual world so ensure you dress for success. Dressing the part can make a difference to your confidence and how you present yourself. Body language remains equally as important and is another form of communication. Good posture and smiling help you to show you are engaged with the interviewer. Listen carefully to the questions to be able to process them and provide your answer.

Remember to apply the same methods as you would for a face-to-face interview, i.e., researching the employer, preparing questions to ask and going through the role description will help you to feel prepared. You can also have copies of your CV or application form to refer to if needed. If you do have notes or examples to help you answer questions, be careful not to read your answers from a script so our tone and answers still sound natural.

### TOP TIPS

- ✓ Respond interview invitation in a timely manner.
- ✓ Take time to set your space will also help you to create a space to be confident.
- ✓ Experiment to find natural lighting so it is not in front of you, and you are unable to see the screen, but also the light is not behind you that you cannot be seen clearly.
- ✓ Avoid mirrors in the background that could reflect something you would not want an employer to see.
- ✓ Camera angle – try to make sure the camera is positioned a little above your eye level.
- ✓ To avoid any embarrassing interruptions or background noise, let people know when your interview is.
- ✓ Make sure your laptop or PC is plugged in and you have checked your sound and camera are working.
- ✓ Speak clearly, slowly and allow for pauses in case there are any lags or delays.
- ✓ Have a glass of water with you in case you need it.
- ✓ Be yourself! It may feel odd not being in the same room but allow your personality to shine through. Really consider the examples you can provide from your own experiences to make you memorable and stand out.

### BONUS TIP!

- ✓ Ask for a telephone number in case technology fails and you need to let the interviewer know you are having some issues or if you need to continue the interview by phone.

We recommend you use this guide alongside the Apprenticeship Pre-interview Guidance and Checklist which will also be sent to you with this guidance and is also available to download on SharePoint.

“One important key to success is self-confidence. An important key to self-confidence is preparation.”  
–Arthur Ashe

## Pre-recorded Video Interviews

This is another type of interviewing by video, however, is less common than live video interviews. They include pre-recorded questions and candidates are asked to record your answers within a set time frame. This style of interviewing can help an employer decide who they would like to shortlist for a face-to-face interview.

## USEFUL LINKS

- [Video interviews: how to do well](#)
- [Reed: Video interview tips](#)
- [Indeed: Video Guide: Tips for Successful Job Interview](#)