
REMOTE INTERVIEWS



With more and more interviews being conducted remotely, we've put together this helpful remote interview guide.

APPLICANTS

Technology

It may not be your decision over what technology your interviewer will prefer to use, but they do all have one thing in common - they need to access the internet.

Make sure that any device you intend to use has a strong connection to the internet. Particularly if you are going to be doing a video interview. Poor connections can lead to disjointed conversations and cause frustrations on both sides.

Also ensure that devices are charged fully ahead of time, to ensure you don't full fail of a flat battery.

If you are using unfamiliar conferencing software, try it out before your interview, so you know how to use the controls competently.

Dressing for your interview

As with any face-to-face interview, you need to ensure you dress appropriately. Now is not the time to relax your standards.

Don't be tempted to go casual from the waist down. Dressing appropriately also helps with confidence and can put you in the right state of mind. Besides you never know if you might have to move for some reasons, so don't shatter the impression you have worked hard to create.

Check your surroundings

It goes without saying that you should try to conduct your remote interview in neutral surroundings, which are tidy and free from clutter. Ideally you should have a closed off private area.

Plan your interview space in advance and remember to view the space from the angle that a interviewer will see.

Remove distracting items from the background, afterall you want the focus to be solely on you.

Remove or switch off other mobile devices as the temptation to look at them may just prove too much.

Other people

Whilst it might not be possible to have your home all to yourself, if there are other people in the house, ensure they are aware when the interview is taking place, so that you can avoid any unexpected interruptions.

Be prepared

As with any interview, make sure you have done your research and rehearsed ahead of time. A remote interview requires the same amount of preparation as any other interivew.

Rehearse stories you wish to share with your interviewer that demonstrate your skills and ability to do the job you're interviewing for.

Be personable

Remember to make eye contact throughout your interview to ensure you build good rapport with your interviewer.

Try not to fidget and get distracted looking up articles whilst you are interviewing. Only look up information if requested to do so by your interviewer.

Have a backup plan

We've all been in situations, where no matter how much planning you did in advance the internet drops. Establish at the beginning how you will contiue the interview if you do experience a drop out.

Follow up

Don't forget to follow up with either your interviewer or recruiter in the usual way.

INTERVIEWERS

Planning ahead

Make sure that all interviewers know what technology they are using for the interview and that they are aware of when the interview is taking place.

Ideally send calendar invites in advance that include a copy of the applicants CV / profile, so that it can be reviewed prior to the interview, and to ensure they have a copy on the day.

Check your technology

As with the applicant, it is important to check your internet connection is strong beforehand.

However as the person who is likely to be hosting the interview, make sure you are familiar with the software technology you are using, particularly how to invite others on to the call, and how to mute and record.

Remember if you are recording interviews, you must inform the other participants beforehand that that the call may be recorded.

Be open and friendly

Without in-person contact, conference calls can come across as impersonal. As the host, it is your job to ensure you put the applicant at ease, by being warm, open and friendly.

Have an interview strategy

Plan in advance what information you need to obtain from the applicant in order to judge their skills and competencies.

If there are other interviewers, agree in advance what aspects they will question the candidate on, to ensure that you don't end up with multiple people talking over one another.

Allow extra time at the end, for final questions.

Remove distractions

It's really important that you remove distractions from getting in the way of your ability to listen to the applicant. After all it is only fair and respectful to give them space and time to highlight their skills and answer your questions.

Ensure desktop notifications are switched off, so you are not tempted by incoming emails and block enough time out in your diary, so that you don't feel pressured to rush through the interview process.

Be prepared for time lags

Unfortunately regardless of how good your internet is, occasionally there are time lags. Make sure you pause between questions and don't rush in if there is silence on the other end.

Remember to follow up promptly

Follow up with all interviewers promptly after the interview, so that you can give your feedback on the next steps, as soon as possible after the interview.

Need more help?

Contact our team now on 01322 272 532 or hello@resourceondemand.com and one of our team will be happy to help.