

Top Tips for Applicants - Video Interviews

January 2021



Congratulations

Congratulations, you've submitted your online application form and you've been invited for an interview with us at Conwy. Whilst some interviews or selection processes may be in person, we will be using video interviews as one of the ways to get to know applicants and select them for appointment. If this is the case you will be told in advance.

We want to get the best from you so have put together some tips to help you in your virtual interview.

Understanding Conwy's process:

- Each interview panel will have a list of set questions ready to ask you
- These will be scored to help them decide who is the best fit for the role
- Questions will test the skills and experience listed in the Job Description and Person Specification
- The panel may take turns to ask questions
- They will take notes, don't worry they are still actively listening
- We may use Zoom, Skype or Microsoft Teams but you will be told in advance.

Prepare to succeed:

- Make sure your device is fully charged
- Test technology, audio and video beforehand
- Consider your set-up - make sure it is confidential and you won't be interrupted - put your phone on silent and pets out of the way
- Consider your background so that it isn't too distracting, and avoid having a window behind you - it affects lighting



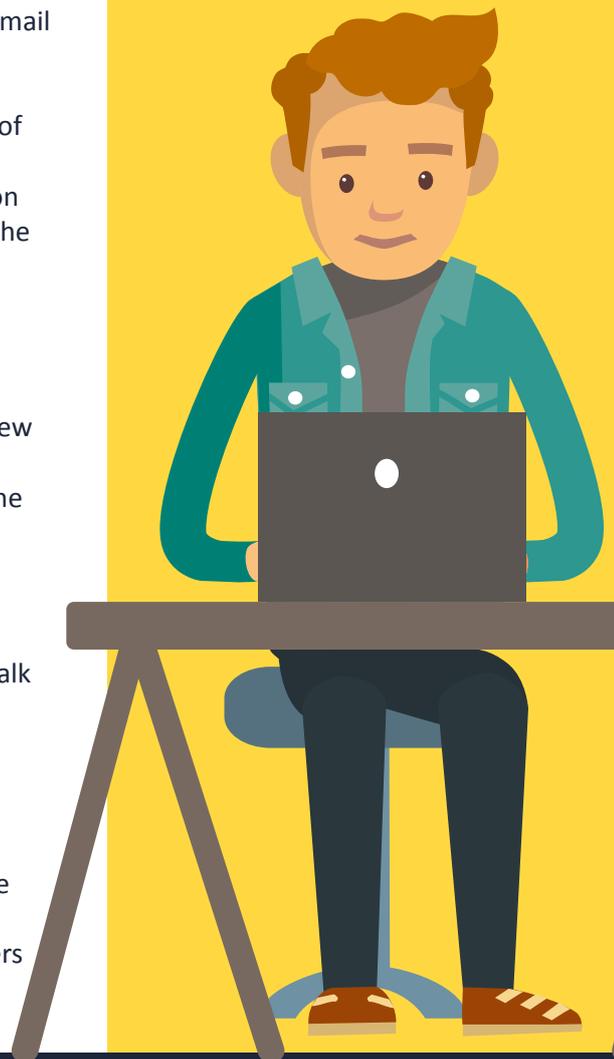
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- Do some research on the organisation or department - there's lots of information on our website
- Dress for success - dressing smart and professional can also build your confidence
- Some roles may ask you to give a presentation at interview and to email copy the day before in case of technical issues - practise the timings beforehand
- Maybe prepare some answers you can build on, consider examples of your strengths, weaknesses or achievements you are proud of
- The panel will want to get to know you, maybe prepare an answer on why you feel you would be best for the job and what you can offer the team.

Undertaking the Interview:

- Be on time, log in and be ready about 10 minutes before the interview so you feel prepared
- Don't be afraid to ask the panel to repeat questions - especially in the event of network or microphone issues
- Virtual interviews will have the cameras turned on
- Think about your body language - sit up straight and position your camera so you are facing front on
- The panel will usually start off with a "settling question" and small talk to get to know you
- Smile, relax and be yourself
- Try not to fidget or pull funny faces. If you know you do this maybe practice control beforehand
- Take notes to glance at to help you, but don't read as a script
- Remember eye contact isn't looking at the screen, from time to time look at the lens
- Remember to give examples with you answers. Full, rounded answers achieve the best scores.



Checks and Verification:

- The panel will ask about any gaps in the employment history or anything you want to check on your application form so have a copy to hand
- Have copies of your certificates, identification or right to work documents with you as you may be asked to hold these up to the camera for verification. **Coronavirus (COVID-19): right to work checks - GOV.UK (www.gov.uk)**
- If appointed you will be asked to scan or send a photo of these documents.

Closing the interview:

- The panel will allow time for you to ask questions if you have any
- They will also let you know when they plan on making a decision and how they will get in touch.

GOOD LUCK!