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Fact sheet – How to nail that online interview

While online interviews are similar to traditional, in-person meetings, there are some key differences that you should be prepared for, such as it can be harder to read someone virtually and the dreaded possibility that you could face potential connection issues or technical problems.

Knowing how to prepare for a virtual interview can give you confidence and help give yourself the best chance for success!

1. Prepare yourself

Just as you would prepare for interviewing in person, it's equally important to put just as much effort and preparation into an online interview.

You should thoroughly research Metro South Health. Don't forget, Metro South Health has an online presence on LinkedIn, Facebook, YouTube, Instagram, Twitter, and a quick LinkedIn search can often shed some light on who you're meeting with for talking points.

Re-read the role description – be clear on the role, skills, and accountabilities. Review your resume and statement - remember what details you have included about yourself.

2. Practice and prepare

It's a good idea to practice your interviewing technique. Ask a friend or family member to help you and practice interview questions over a video call. Practice responding to questions naturally and make sure you let the interviewer finish before speaking. Practice listening carefully and speaking clearly.

The more you practice, the more confidence you build before your actual online interview. Remember to calm your nerves and be yourself!

3. Be punctual

How early should you jump online for a Teams interview? Usually for an in-person interview, it's a good idea to be 10 minutes early. This tip also applies to online interviews, but the benefits go beyond just showing that you're a punctual person. Arriving early for your online interview gives you a few extra minutes to log in just in case you have connection or technical issues.

4. Test your technology

Online interviews require a microphone, webcam, and steady internet connection. A best practice is to have and test everything well in advance of your actual interview!

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When preparing for your interview, one of the most important online interviewing tips is to test the below settings, so you know your technology is good to go.

Audio settings: Check that your speakers and microphone work. Do a few microphone tests to make sure you are coming across loud and clear with no static.

Camera settings: Check whether it is too dark or too light. Is the background too distracting? It's best to sit in front of a plain, solid-coloured background wall with plenty of light in front of you so as not to create a glare or shadow. This way, the interviewer will focus on you and not what is behind you.

Internet connection: Although often overlooked, it may be wise to ensure you're plugged in with an Ethernet cable for a wired connection. Video conferencing can take up a lot of bandwidth, and a spotty Wi-Fi connection may cause an overly lagged session.
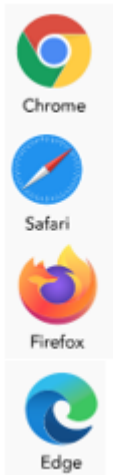
Software: Browser-related problems are one of the top reasons applicants struggle to complete a virtual interview. Make sure your browser has been updated to the latest version before your interview. Best practice is to minimise any other programs or apps running on your computer for the duration of your virtual interview.

Video platforms: You'll also want to familiarise yourself with the interview software used: Microsoft Teams.

Ensure that you are comfortable with Teams, that your audio and sound capabilities are working properly.

Pre-interview tech check: Helpful tools such as running a [diagnostic tech test](#) before your interview. It tests your video connectivity, internet speed, camera, and microphone. This way you can be assured your equipment is working as it should, eliminating unnecessary worry before and during your interview.

5. Check your environment

Choose your interview environment carefully. Webcam mics can be surprisingly sensitive, so be wary of places with noise in the background because there's a good chance that your potential employer will be able to hear whatever's going on around you. The ideal setting for a video interview is a quiet room in which you can shut out any distractions.

6. Choose your background

Don't forget that what's behind you matters too. Be mindful of what's in the camera frame, taking care to tidy up your surroundings accordingly. Backgrounds can sometimes be distracting. You can command more attention if you position yourself in front of a neutral, clean background so if using a virtual background pick one that is not too distracting and keeps the focus on you.

7. Speak slowly and clearly

Video interview technology can come with delays or instances when the microphone may not pick up your voice well. To prevent this from happening, take your time when speaking and enunciate your words. This will ensure that panel members can hear and understand you throughout your interview.

8. Listen carefully

Sometimes when you're interviewing online, it's easy to accidentally cut someone off due to audio delays or from not paying attention to nonverbal cues.

Keep your mind from drifting off and focus on active listening. Also, after your interviewer asks a question, wait a few seconds before speaking to avoid cutting in.

9. Dress for success

Even though an online interview usually means the interviewer won't see anything from the waist down, doesn't necessarily mean that you should only dress up the upper half of your body.

Dressing for success will help mentally prepare you for the interview experience and help get you in the right headspace.

10. Pay attention to body language

Your body language in an online interview can convey a lot of things about who you are as a person and potential employee.

You can present a positive image by ensuring you're sitting up straight with good posture.

Place both feet on the ground and avoid slouching or holding your head up with your hand.

Always try to keep your hands in your lap to avoid distracting gesturing or fiddling.

11. Prepare your own questions

In addition to preparing answers to some common interview questions, it is also a good idea to prepare a few questions of your own to ask.

Asking questions that allow the interviewer to share additional information about what they expect from the ideal candidate can aid you in the next stage of interviewing:

- What is the typical career path for someone hired into this role?

- What would you say is the biggest obstacle in your way right now? What will improve once the obstacle is removed?

- What do you enjoy most about working here?

- What is your management style?

- What are the next steps in the hiring process?

Metro South Health is committed to ensuring everyone has an opportunity to show their eligibility and suitability for a role. To ensure we can meet the needs of applicants throughout the recruitment process reasonable adjustments may be considered so that the recruitment process does not present potential barriers and allows applicants to take part in a way that is inclusive, flexible, unbiased, culturally safe, and accessible.

Please contact the person listed on the role description for a confidential discussion on how we can ensure the recruitment process does not present you with any potential barriers. You can be confident that the selection panel respects your right to confidentiality and privacy.