



Remote interviewing tips for candidates

Have you accepted a remote interview offer and wondering how to ensure that you are putting your best foot forward? The interviewing process is a powerful tool in helping the employer find the candidate that will best fill their vacancy. Just as you would during an in-person, face to face interview, this is your opportunity to sell yourself!

Your interview will most likely take place via the Zoom platform. An account is not required if you are simply joining a meeting. The hiring department will send you detailed instructions and a link to join the interview.

How to prepare for a remote interview

Many candidates are nervous with job interviews at the best of times. Thus, performing for a camera can add additional anxiety. To help you participate in a successful remote interview and make a positive first impression, here are some tips to consider:

1) Prepare your technology

Online interviews require some preparation. To avoid frustration, conduct a trial run with a friend before the interview. Be sure to check that your computer's microphone and camera are set at proper levels, check your Wi-Fi connection and ensure your equipment is charged and ready to go. If you require assistance, contact the UVic Computer Help Desk at helpdesk@uvic.ca or 250-721-7687. Ensure that your image is well-lit. Webcam tips can be found at: <https://www.uvic.ca/hr/manager-support/working-remotely/working-remotely-toolkit/webcam-tips/index.php>

In case of any technical issues, you should supply a backup phone number and/or email address as a precaution, and ensure that you have received one from someone on the interview panel as well.

2) Minimize distractions, look professional and be prepared

Switch off any alerts and chats during the interview. Avoid having remote interviews in high-traffic areas of your home. Dress professionally and ensure that the background the panel will see during the interview is neutral and free of anything distracting. Have a printout of the job description and your resume ready for reference. You might want to log in a few minutes early so you know all the technology is working and you are not rushing when the interview begins.

Speak clearly, but also be sure you smile and laugh when appropriate, just like you would in person. You want to demonstrate to the panel that you are engaged in the conversation. Remember to look at the camera when you are speaking, not your own image or the other people's images.

Good luck!