

PUBLIC EMPLOYMENT SERVICES

EMPLOYMENT COUNSELLING

Virtual Interviews Tips and Tricks



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



INTRODUCTION

- Virtual interviews have become increasingly common, and here are some tips and tricks to help you prepare and perform well during a virtual interview:



Tips & Tricks

1) Test your technology:

- Ensure that your internet connection is stable,
- Webcam and microphone are working properly,
- Video conferencing platform you'll be using is installed and functioning correctly.
- Test them in advance to avoid any last-minute technical issues.
- Use a gadget you don't use for calls to avoid the interruption from incoming calls

2) Choose a suitable location:

- Find a quiet, well-lit, and distraction-free environment for the interview.
- Ensure that the background is tidy and professional.
- Background must be clean – Clean chair, desk & wall



Tips & Tricks

3) Dress professionally:

- Dress as you would for an in-person interview.
- Wear professional attire that reflects the company culture and the position you are applying for.

4) Practice and prepare:

- Research the company and the role you are interviewing for.
- Prepare answers to common interview questions and practice them out loud.
- It's also helpful to have specific examples of your accomplishments and how they relate to the job requirements.
- Do not look at notes – You wouldn't bring them to an in-person interview

Tips & Tricks

5) Maintain eye contact:

- Look directly into the camera lens when speaking,
- rather than looking at your own video feed.
- This helps create the illusion of eye contact.
- It create a sense of engagement and connection.

6) Pay attention to body language:

- Sit up straight, maintain good posture, and use hand gestures appropriately.
- Non-verbal cues are still important in virtual interviews, so be mindful of your body language.



Tips & Tricks

7) Speak clearly and concisely:

- Pronounce your words clearly and speak at a moderate pace.
- Be concise in your responses, focusing on providing relevant information.
- Listen attentively to the interviewer and pause before answering to ensure you understand the question fully.

8) Show enthusiasm and ask questions:

- Demonstrate your enthusiasm for the opportunity and the company.
- Ask thoughtful questions about the role, company culture, and any specific concerns you may have.
- This shows your interest and engagement in the position.

Looking your best:



1) Dress professionally:

- Choose appropriate attire that aligns with the company culture and the position you are applying for.

2) Grooming and appearance:

- Ensure your **hair** is neatly styled and well-groomed.
- Apply **makeup** in a professional and natural manner.
- Men should have neatly trimmed **facial hair**.

3) Choose appropriate colours and patterns:

- Opt for **solid-coloured clothing** as they tend to appear more professional and are less distracting on camera.

Looking your best:



4) Consider the lighting:

- Sit **facing a natural light source**, such as a window, to ensure even and flattering lighting on your face.
- Avoid sitting with a bright light source directly behind you, as it can create a silhouette effect.

5) Pay attention to your background:

- **Neat and uncluttered background:** Choose a clean and tidy background for your virtual interview.
- Remove any items that may be distracting or unprofessional.

Remember, preparation, professionalism, and adaptability are key to succeeding in virtual interviews. By following these tips and practicing beforehand, you can increase your chances of performing well and leaving a positive impression on the interviewer

Thank You...



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