

## Health

# RETURNING TO THE workforce

Employ these practical skills for nailing a Zoom job interview

**C**ovid 19 has upped the chances that you will be required to complete your job interview over Zoom. Here are some tips on how to prepare for and present well in a video interview.

### CHECK YOUR CONNECTION

Technology is wonderful, but it can let us down at the worst moments. Log in well before your interview time and check that everything is connected, especially your microphone and speakers – a silent interview is not a good interview! If possible, do a test call with a friend to get your volume correct.

### CHECK YOUR APPLIANCES

Noises you wouldn't normally notice become loud and distracting on video. Turn off your TV and radio, and avoid putting on a load of laundry or dishes until afterwards.

### PRACTISE YOUR GAZE

Alternate your gaze between your on-screen image and your computer's camera. This will appear to the interviewer as though you are maintaining eye contact and looking directly at them.

### PREPARE THE AREA

You don't have to think about your surroundings when you

go to an in-person interview, but on video you definitely do! Interviewers don't want to see your dirty dishes or unmade bed. Set up your computer pre-interview – check your camera angle and find a blank wall or sparse background to use as your backdrop.

### THINK ABOUT LIGHTING

If your light source sits behind your head, you are going to cast a shadow over your face. Instead, aim for a soft light in front of you.

### MAKE SURE YOU ARE NOT GOING TO GET INTERRUPTED

Think children, partners, housemates or pets.

### PRESENT YOURSELF PROPERLY

It is easy to be too relaxed in a video interview because you are in your home environment. Sit as though you are in an interview room – this will not only portray the right image, but also help you prep mentally.

### DRESS APPROPRIATELY

And yes, this means head to toe, even though your interviewer will likely only see your shoulders (better safe than sorry!).

### ORGANISE WHAT YOU'D NORMALLY TAKE TO AN INTERVIEW

Have a pen, a notebook and



Do your homework and make a good impression.

a printed copy of your résumé ready on your desk. Have your questions ready. And remember: the interviewer cannot see what you are doing – let them know if you are taking notes, so they don't think you are being inattentive or rude.

### ALLOW ENOUGH TIME

Video interviews are just as detailed and comprehensive as face-to-face interviews, so be prepared for an extensive discussion about your experience and future expectations. Don't schedule another meeting straight afterwards – allow time for an in-depth conversation.

### DON'T BE PUT OFF BY BRIEF TIME DELAYS

These can cause video discussions to flow less freely than face-to-face conversations.

### BE POLITE

Make sure you allow the interviewer to finish speaking before starting your answer.



Extract from *Employable: 7 Attributes to Assure Your Working Future* by Roxanne Calder (Major Street Publishing, \$34.99).