



Capstone Virtual Interviews





Capstone Virtual Interviews

VIRTUAL INTERVIEWING

With the current events around the world we have already seen a rise in demand for technology enabled interviews. Adjust now to what might become the new norm in this unprecedented time in business.

How do we ensure that either as interviewer or as an interviewee, you aren't walking out with questions like:-

"It went well but I'd need to see them first"

"I think it went well, aside from the interruption halfway through"

CANDIDATES:

Environment

Your complete and utter focus should be performing the best you can in that moment. Make sure the environment is free from distractions (turn off pop-up notifications, ensuring that you block off any domestic sounds and disturbances).

Image

This is an interview, dress to impress. It has a psychological impact on you both if you are professionally dressed. A cliché is what it is for a reason, first impressions last!

Business shirt minimum, tie and jacket if possible. (No T-Shirts, singlets, Hoodies etc.)

Preparation

Do your homework on the company, team, role and where you will be contributing to the team. You will need to be crystal clear on this, if the interviewer is taking up time explaining something you could have found out yourself, that equals time away from you explaining how you are the best candidate for the role.

CLIENTS:

Time

You need to ensure the interview runs a natural course through to the end. If it runs over by 10 mins, that may be a good sign. Finishing something up early or cutting it can really leave a candidate feeling a range of different emotions. They usually will be nervous, excited, scared mixed in with a bit of curiosity. If that isn't handled well, your image as an employer and manager is at risk. A question to ask yourself, wouldn't you like to feel like you had a chance to put your best foot forward?

Preparation

Getting familiar with who you are about to interview before will position you to really question them on the specifics. Have the questions ready and know what you want to hear and see from the candidate. Sometimes getting examples of previous work prior to the telephone/video call gets things moving in the right direction early.

Communication

Set the agenda and do a round of introductions if there are multiple interviewers. Let them know each stakeholder's role and what you will be looking for. Indicate how long you expect things to go for and if there is any issue hearing them, let them know. Persevering with a clunky connection or poor sound isn't giving you the best chance to find "the one".

Everyone needs to be aware, look at the camera as much as possible. If there is a delay in the internet connection (you should already know about this and have done your best to solve the issue prior) make sure you have given enough time between exchanges in the conversation to ensure you aren't interrupting each other.

Ensure your camera angle is correct, I am still yet to meet anyone that likes talking to two giant nostrils.

YOUR CONTINGENCY PLAN

Technology has let everyone down at some stage. Make sure you can call or use your mobile in the event of something going wrong.

This style of interview works, if you prepare properly.