

## Our 10 Top tips for a successful First Video (TEAMS) Interview

### 1. Prepare Your Environment:

- **Test Your Equipment:** In good time don't put yourself under unnecessary stress! Ensure your camera, microphone, battery/charge and internet connection are working properly. Test them in advance to avoid any technical glitches during the interview.
- **Choose a Quiet Space:** Find a quiet, well-lit room where you won't be disturbed. Remove any distractions and let others in your household know about your interview time.

### 2. Master the Technology:

- **Familiarise Yourself with Microsoft Teams:** Again, in good time not at the last minute, learn how to navigate Teams, including features like screen sharing, chat, and video calls. You may use the technology regularly at work, but make sure you are familiar with it on your home set-up and with it linked to your personal email etc.
- **Practice with a Friend:** Trial a test run with a friend or family member to get comfortable with the platform.

### 3. Dress Professionally:

- **Dress as You Would for an In-Person Interview:** Even though it's a virtual interview, dress professionally. Wear appropriate attire from head to toe, as you might need to stand up during the interview.

### 4. Research the Company:

- **Know the Basics:** Understand the company's mission, values, products, and recent news. Be prepared to discuss why you're interested in working there.
- **Study the Job Description:** Highlight relevant skills and experiences that match the role.

### 5. Behavioral Questions:

- **Use the STAR Method:** When answering behavioral questions (e.g., "Tell me about a time when..."), use the **Situation, Task, Action, Result** framework.
- **Be Specific:** Provide concrete examples from your past experiences.

### 6. Ask Questions:

- **Prepare Questions for the Interviewer:** Ask about the team, company culture, and growth opportunities. It shows your interest and engagement.

- **Avoid Salary and Benefits Questions:** Save those for later stages of the interview process.

7. **Body Language and Eye Contact:**

- **Maintain Eye Contact:** Look directly at the camera, not at your own image on the screen.
- **Sit Up Straight:** Good posture conveys confidence.

8. **Practice Common Interview Questions:**

- **Why Should We Hire You?**
- **Tell Me About Yourself.**
- **What Are Your Strengths and Weaknesses?**

9. **Closing the Interview:**

- **Express Gratitude:** Thank the interviewer for their time and express your interest in the role.
- **Ask About Next Steps:** Inquire about the timeline for feedback or any follow-up interviews.

10. **Follow Up:**

- **Send a Thank-You Email:** Within 24 hours, send a brief email thanking the hiring manager for the opportunity and reiterating your interest.

✨ Remember, a virtual interview is just as important as an in-person one. Be professional, confident, and well-prepared, and you'll increase your chances of success!