

Do's and Don'ts of an Online Interview

What a Candidate should Do

1) Dress Formally:

Since an online interview is done with the “camera on”, a candidate should dress up formally, with appropriate hair and makeup. Make sure to wash your face and brush your teeth.

2) Smile:

The candidate should smile at the camera and appear fresh and focussed at all times during the interview.

3) Look at the screen/camera:

The candidate should always be looking into the screen or the camera so that it appears that they are maintaining eye contact with the interviewer.

4) Test the equipment:

The candidate should test the device's camera, speakers and mic beforehand. Also ensure that you charge the device(s) to full.

5) Internet Connection:

The candidate should ensure that he/she is connected to a fast internet, preferably a Wi-Fi and that there will not be any hassles in network.

6) Background and noise:

The candidate should sit in front of a plain background with no movement or noise.

7) Practice and Preparation:

The candidate should be prepared for the common interview questions like, “Tell me about yourself?”, “Where do you see yourself in 5 years?” Etc.

8) Download Programs ahead of time in your device:

Make sure that you have downloaded appropriate online meeting programs or Apps on your device well in advance.

9) Thank all the interviewers at the end:

The candidate should thank all the interviewers individually towards the end, like how one would do in a face-to-face interview.

10) Appear confident and maintain eye contact throughout:

Do not lose your focus during the entire duration of the interview, always appear confident, maintain eye contact with the panel and apologise if any mishap like network issues happen.

11) Schedule interview at an appropriate time:

To ensure that there will be no disturbances around you, always request an appropriate time. For example, when you are alone at home.

12) Have a notebook and pen ready

Always make sure that you have a note book and pen ready for noting down important points during the interview.

13) Ask a question at the end:

Always ask an intelligent question when given the opportunity in the interview. Most interviewers will provide space for a question towards the end.

Don'ts of an Online Interview

1) Do not have an informal background

Make sure that the area of the room visible in the camera is neat, clean and plain. You can use a virtual background.

2) Do not hide notes

The candidate should be honest when answering questions, do not hide any notes or sheets to be referred to for answers

3) Avoid excess movements of hands or swinging in the chair

The candidate should not move excessively as it might be taken as a sign of nervousness

4) Avoid joining in late

For an online interview, on time is late. Please ensure that you join at-least 5 mins prior. Prefer to aim at starting the meeting before the panel joins.

5) Do not schedule at an inappropriate time

To ensure that there will be no disturbances around you, always request an appropriate time. For example, when you are alone at home.

6) Don't forget to turn off calling

In the case that you are using your phone for the interview, make sure all notifications are off including message tones and calls. In the case that you are attending the interview from other device, switch off your cell phone/ ensure the call notifications are off.

7) Do not have fingerprints on the camera:

Make sure that the device's camera is cleaned with a clean cloth before the interview starts.

8) Don't have an unprofessional username

Always make sure that the username that you use to login is professional i.e., It has your name and surname only.

9) Don't get frustrated and lose your focus if there are glitches or network issues:

Glitches are an inherent risk when dealing with online interviews, and there is often nothing you can do to prevent them or stop them once they are occurring. Keep your cool and stay focused.