

# PREPARING FOR AN EMMA INTERVIEW

You have been invited to attend an Emma interview at Enigma. This will give you direction on what to expect and how to ace the interview.

## Getting ready

Make sure you have the following before starting

1. A good internet connection.
2. A computer or smartphone with a functional camera and a microphone
3. A presentable background with good lighting for video questions.
4. A quiet environment for video questions
5. A calculator, pen and paper

The interview will be conducted in the following stages:

1. **Login:** You can log in by entering your username and password. If this is your first visit to Enigma you will be asked to create an account by creating a username and password and entering your profile. You can change or update this later by clicking on the top-right icon then click on settings and edit your profile.
2. **Introduction stage:** Emma will then show you an introduction video which explains how the interview works. Make sure you watch the video.
3. **Identification stage** - You will be required to identify yourself for which you will be recorded formally requesting an interview and showing your ID card to the camera. You will need both a camera and a microphone for this. Emma will warn you before this starts and you can pause the interview at this stage and practice a little using your computer's or your tablet's built-in microphone and camera. When you're ready, face the camera, press the record button, and read aloud the words displayed on the screen.
4. **Answering different types of questions** - Emma will then ask you a series of questions, some of which the employer has requested, and others that test your knowledge of things like english, your numerical and reading ability, cognitive thought, and your degree of empathy. Questions will also test how well you can express yourself verbally

and understand a text covering a complex topic. You're not expected to do well in all these areas, nor does the job require this. The questions help to establish a picture of you. You can answer most of the questions by selecting the correct answer from the options displayed.

5. **The questions are timed.** The time remaining is shown on the countdown timer. When it reaches zero Emma moves onto the next question and if you haven't submitted your answer you'll get a zero score for that question.
6. **Video Questions:** Some questions are video questions. These don't have right or wrong answers but ask for your opinion on a topic and your answers will be recorded for the employer to watch this and compare with those of other candidates.
7. **Preparing your Interview environment:** With the growing move toward online interviews, it's important to prepare your environment so you look at your best when in front of a camera. So focus on lighting, background and acoustics and practice speaking to the camera. A busy room or busy office with people moving about distracts the viewer. Also, the acoustics are important if you want your listeners to hear what you are saying easily. Get a room with some soft furnishings or curtains to absorb any echoes.

The background you choose determines what you look like. Do you want to look fun-loving and carefree, or do you want to look serious and intelligent? It's all in the background and what you wear. The safest choice for an interview is a plain, dark-coloured background.

The lighting is very important. Unless you want to look like a police mug-shot, put the light-source to one side so there are depth and shadows to your face. The light should be bright, but not too bright, and diffused. You can spend a lot of money on special lights for this or you can simply hang a piece of white cloth over a standard lamp-shade to achieve much the same effect.

Have a look at the picture below of a politician being interviewed. Have a look at the blue screens and the lights. The effect is to try to make the politician look intelligent. If you want to look intelligent

copy this environment, the lights to his right, the plain blue background. Note what he is wearing, a jacket and tie are not mandatory but avoid extreme clothing which is distracting. The viewer's attention should be on your face and the background, lights and your clothes should all try to achieve this.

