

Interview Conduct & Environment Guide for Candidates

Dear Candidate,

To help you present yourself well before an international panel, please carefully follow these **interview preparation and conduct guidelines**:

1. Environment Setup

- Choose a **quiet, well-lit place** where you won't be disturbed.
 - Make sure the **background is clean and professional** — a plain wall or neat space works best.
 - Avoid sitting in bed or in noisy places (e.g., kitchen, outside, or public areas).
 - Ensure **strong internet connection** (test beforehand if possible). □ Keep your **laptop** and place it on a stable surface.
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2. Dress Code

- Dress **formally and neatly**, just as you would for an in-person interview.
 - Men: Shirt (preferably plain or lightly patterned), no caps.
 - Women: Professional blouse or top, no distracting accessories.
 - Avoid casual wear like t-shirts, hoodies, or sleeveless tops.
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3. Professional Conduct

- **Be punctual.** Join the meeting **10 minutes early** to test your camera, mic, and connection.
 - **Address the interviewers respectfully:** use "Sir" or "Madam" if unsure of their titles.
 - Maintain **eye contact** by looking into the camera, not at your image on the screen.
 - Speak **clearly, confidently, and at a moderate pace**.
 - Avoid using local slang or informal expressions: keep your tone **polite and professional**.
 - If you don't understand a question, calmly ask:
"I'm sorry, could you please repeat or rephrase that?"
 - When answering, be **concise and logical**: use examples from your experience if possible.
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4. Body Language & Presentation

- Sit upright and stay focused — don't fidget or lean too far from the camera.
 - Keep your **microphone muted** when not speaking to avoid background noise.
 - Smile naturally: it creates warmth and approachability.
 - Avoid eating, drinking, or multitasking during the interview.
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5. Preparation Checklist

- a. Know your **resume and past roles** very well.
 - b. Review the **job description**
 - c. Be ready to explain your **experience with Windows, macOS, JumpCloud, Microsoft 365, and security compliance**.
 - d. Have your **certificates and references** ready if requested.
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6. Cultural Awareness Tips (UK Context)

- The UK interviewers will value **clarity, calmness, structure, and honesty** over excessive confidence.
- Don't overuse "Yes sir/yes madam": answer naturally and respectfully.
- If you don't know an answer, it's perfectly fine to say, "*I'm not entirely sure, but here's how I would approach it.*"
- They appreciate **process-driven, accountable, and detail-oriented** candidates: show that in your responses.