

Other Types of Interview

For telephone interviews:

You should prepare in the same way, except that the logistics of the interview will obviously be different. Know what time they will call you, make sure your phone is charged and that you will be in a quiet location.

For video conferencing (VC) or tele-presence interviews:

Clothing

Bright colours do not translate well on screens. It is best to wear solid neutral colours (shades of blue/grey are best but black and white clothing is also suitable).

Sound & Motion

VC facilities will use high-end microphones with excellent sound recognition. While this means that you can be heard clearly, extra sounds which may seem normal in person will also be picked up and may prove distracting to the interviewer. It is best to avoid shuffling papers or tapping on the desk. If there are two of you in the same room, avoid whispering as this will also be picked up.

It is best to avoid fast or distracting movements (e.g. rocking on the chair). The viewer will want to concentrate on what you are saying more than what you are doing. If gestures are to be made, use them to emphasise a statement!

Virtual eye contact

Just like in any normal conversation, eye contact is extremely important. When speaking with the interviewer, look at them directly in the monitor as if they were in front of you. The cameras are usually located just above the screens but you do not need to stare at them directly to look natural!

Sound Delay

With the progress of technology and VC it may well be possible that your interviewer is on the other side of the world. Even with the fastest connections this can cause a slight delay in sound and motion. VC meetings can highlight interruptions. It is important therefore to speak clearly when it is your turn and wait patiently when they are speaking. Try not to interrupt conversation.

Second and third-round interviews:

Well done for getting through the first round! Some companies have several rounds of interviews, others only one, others have a series of tests and presentations.

Preparation will be similar to above. This time there may be additional interviewers. They may ask you slightly different knowledge- and ideas-based questions about your opinions on certain topics, how you would deal with a hypothetical situation, or your ideas on how to move the business forward.