**Video interviews - Tips for candidates**

City of York Council use Skype for Business, MS Teams or Zoom to conduct their online recruitment interviews.

Prior to the interview, you should have received an email with details about the date/time, format and interview panel members. The recruiting manager will also email you a link for a video meeting and you should use this to join the interview on the date and time you have been invited. You do not need to set up an account and can join as a guest.

Emails will be sent to the email address provided on your application form

Before the interview

* Please ensure you have downloaded the relevant technology needed (available via an App or through the provider’s website) and are familiar with it.
* Think about where you are going to have your interview and what the background is
* Do a test video call the day before the interview. Organise a test call with a family member/friend to ensure you feel confident using the technology and that the camera and microphone both work
* Prepare for the interview as you would for any interview and practice answering questions so you can get used to what you look like on camera
* Dress appropriately for an interview
* Keep distractions and noise to a minimum. Ensure other people in the house know you have an interview and try and keep family and pets out of the room. But do not panic if you are interrupted.
* Ensure that any other applications on your computer such as Outlook are closed
* Put your phone on silent to ensure you are not disturbed and the WiFi connection is not interrupted

During the interview

* Join the interview on time
* Think about your body language during the interview and be engaged when the interviewer is talking. Look at the camera to make eye contact.
* Use notes if you want to but make sure they are short reminders so you can focus on the interview and it doesn’t look you are reading from your notes
* Have access to a drink
* Be aware of any time lag when answering questions
* Stay calm if any technology goes wrong. The Chair of the panel will agree a backup plan with you at the beginning of the interview if technology fails