Preparing for an online interview

1. Prepare properly

Before your interview starts, set your laptop or tablet up on a high position – stack books underneath or place it on a high table. If you’re looking down at your camera, you will fall foul of ‘looming face’ and the interviewer will get to look up your nostrils!

2. Put eyes on your laptop so you know where to look

If you’re using a laptop with a built-in camera, stick some eyes by the lens (but not over it) to remind yourself where to look.

There is nothing as off-putting as video chatting to someone who isn’t making eye contact.

3. Make sure you won't be interrupted

At the start of the interview, put your phone on silent, and turn off the notifications on your computer that you have on for emails and messenger – have all the windows and tabs closed down with the exception of your video conferencing window, and print out any notes you want to refer to.

Think about buying an external microphone to allow you to sit further away from the camera. They are also very cheap to buy. Remember to test the sound levels.

4. Dressing properly

For the interview wear something smart, obviously, but also- avoid stripes! In fact, generally steer clear of any fussy patterns.

You’ve got to remember that this could be on lots of different monitors and you can end up with that weird strobing effect. It’s much better to stick to plain block colours.

5. Avoid causing unnecessary noise

If you wear a watch or jewellery that might clang or jangle, then take it off. Small noises can get picked up on the microphone and be really distracting.

6. Have a friendly face

Practise sitting there with a relaxed smile – although it will feel unnatural, it will make you look far more approachable and create a better first impression.