

ADVANCED GUIDE FOR ONLINE INTERVIEWS

Secure your dream accountancy job with our advanced guide for mastering an online interview.



First impressions count and in an online interview this means your environment and technical capabilities. Follow these simple steps to ensure you're ready to go before you go live.

Setting up technically

- Ensure that whatever device you are using is charged and test the video and sound beforehand.
- Ensure your internet connection is robust. If it can be shaky when lots of people in the house are using it, tell others to stay offline.
- With a virtual interview it's not just the candidate that needs to perform well, so does the tech! Download the interview software and do a trial run with friends or family so you're confident and ready to go.
- Clear your environment and ensure that your video backdrop is clean, clutter free and tidy.
- Have earphones or ear buds with in built microphones ready to use. Audio quality will be critical as is having a backup if your computer audio isn't clear. Your interviewers will be impressed if you can solve the problem.

Setting up personally

- Ensure that everyone in the household knows you are not to be disturbed. Set your phone to silent or switch it off.
- Consider light. Face the light source in the room, don't sit with a window or light behind you. Natural light is better.
- Interviews demand a certain level of formality so take the time to dress appropriately and ensure you are well presented.
- Have a glass of water nearby.





Selling Yourself Virtually

It can be harder to establish a personal connection online. Follow these tips to pack a punch virtually in a limited amount of time.

- Make sure you're upbeat. sitting up and not slouching.
- Prioritise looking at the camera, not the screen! This is your equivalent of eye contact. Make sure you're not too close to the camera and try not to be distracted by seeing yourself.
- Make a cheat sheet. Stick a few post it notes with key words you want to remember or examples of amazing work you've done around your screen for your eyes only!
- Ensure you use positive body language. Don't fidget, maintain eye contact and smile.
- Pause and project. Take a moment to consider questions and then project your response with confidence and check you can be heard. Be careful not to interrupt if there is a time lag.
- Ask questions and show a genuine interest in the firm and its values. Do some homework about how they operate and be sure to showcase this in your questions and comments.
- If your interviewer is struggling with technology, sensitively offer your expertise. Impress them without making them feel incompetent. ([Take a look here](#) at some of our top shortcuts and technical wizardry for Zoom and Microsoft Teams calls.)

A Great Conclusion

A nicely rounded up email to your interviewer for your recruitment consultant to pass on will ensure you leave a positive mark in the memory of your interviewer regardless of the outcome.

- Don't be afraid to comment briefly on what you feel went well and areas or questions you've had a chance to reflect on.
- Compliment the interviewer and the firm on their values or the package they are offering if you genuinely feel it is refreshing or were impressed.
- Express your keen interest in the role, thank the interviewer for their time and wish them luck with their decision making.

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