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Practice Recruitment

Our Guide To Your Video Interview

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Barber McLelland is a bespoke accountancy recruitment specialist that provides recruitment solutions to the Accountancy Profession across the Yorkshire region.

We are a dedicated and highly successful niche boutique recruitment agencies based in Sheffield.

Barber McLelland have a proven track record of ensuring that we connect high calibre candidates with the best opportunities in the accountancy sector – working to thoroughly understand the needs of our clients and the candidates we represent, to ensure the most successful fit between employer and employee.

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Our Guide to your Video Interview

Now more than ever due to the Globe pandemic (COVID-19 situation), video interviews are increasingly popular for the recruitment process so it's more than likely that your interview will take place virtually.

Video interviews are an effective way of interviewing a large pool of candidates and you should treat them the same as an in-person interview; don't underestimate preparation and the consideration of other factors.



Here, we provide all of the useful tips for your video interview, which will assist you throughout the process.

Before:

1) Equipment

Test out your equipment whether it's your phone, laptop or tablet to ensure you know how to use it. Also, double check your sound, webcam and Wi-Fi connection all work effectively to ensure the interviewer can hear and see you clearly. Familiarising yourself with your device and reducing the chances of any technical issues beforehand will reduce added stress on the day. Utilise the do not disturb feature on your device.

2) Software

The interview could be carried out using Zoom, Skype, Microsoft Teams or any other video call platform the interviewer chooses so make sure you have the correct platform downloaded and are familiar with how to use it too. Ensuring you know how to turn your camera and mic off is essential. Closing unnecessary windows, tabs or applications on your computer will ensure optimal functioning.

3) Practice

Ask someone to have a run-through of potential questions with you to get used to the interview situation.

Have a notepad ready so that you can jot down any notes, you could then refer to these in the interview in case you have a moment of brain freeze.



4) Research

Undertaking research about the company by reading any news, blogs or articles about the company and looking at their LinkedIn page and 'About Us' information will demonstrate your commercial awareness.

You will then be able to utilise this during the interview, for example when they ask a question similar to "Why do you want to work for us?", integrating the extra information you've gained into your answer will display your high levels of interest in their organisation.



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5) Set-up

Have a copy of your CV, application form and any other notes ready for you to reference. You need to be able to make eye contact like you would in person so ensure that your device is at a suitable eye-level.

Get the camera angle right by stacking a few books to make your device the right height so you're not too high or low and you need to be in the center of the screen.

If you're using a phone, try using a mini tripod to stabilise and prevent it from falling during the interview.

6) Lighting

Find a comfortable seat with good lighting, ideally natural light from a window but a lamp if not. The lighting needs to be directed at your face not behind you as this makes it look dark and the interviewer will not be able to see your eyes.

If you wear glasses, adjust the lighting in the room to reduce glare from the lenses.

7) Interview Area

Put a note on your front door asking people not to knock or ring the doorbell and also a note on your 'office' door, which ever room you are using to work from.

The area which you choose should have a background and clutter-free background, so the focus of the interviewer is on you and not the background.



8) Time

Think about your day and schedule and agree on a time that is good for you. Avoid times that you know may be loud in your house and if you have children, pets or live close to a road ensure that this will not cause issues during the specified interview time.

Make sure that others living in your house know what time the interview is so that they don't accidentally enter the room.

Internet speed is something you need to think about too - is there a time during the day that you know the internet is faster? If so, try and choose a time around then.



9) What to wear

For your video interview, you should dress professionally, the same way you would for an in-person interview.

To look your best on camera, avoid bright colours and patterns and opt for softer colours instead.

If you are wearing a tie, wear a solid colour rather than a patterned one as sometimes the camera can lose focus when you move and may distract them from what you are saying.

While it's likely that the interviewer will only see your upper half, it's still a good idea to wear professional trousers or a skirt in case you need to stand up.



During:

10) Eye contact

Avoid the instinct to look directly at your interviewer on the screen while you're answering a question. Instead, when you speak, you should look at the webcam directly.

When you do this, your eyes are more likely to align with the interviewer's eyes on the other end. Looking back at the screen when the interviewer is talking will show active listening.

11) Being yourself

You also want to make sure that your personality shines through, exhibiting your unique qualities and experiences will help you stand out and enable you to be a memorable candidate. However, remember to stay professional and formal.

12) Body Language

Keep your mood upbeat and show you are giving your full attention by smiling and nodding appropriately.

Sit on your chair with your back straight and shoulders open and keep your feet flat on the floor. Rest your arms in your lap or on the desk but do not fold them.

Use hand gestures when it feels appropriate and keep your movements close to your body. Avoid fidgeting or letting your gaze drift away from the webcam.

Remember you're on camera so try not to come across as fidgety or nervous by avoiding playing with your hair, biting your nails or touching your face.

So, now you understand the main 12 key points to remember, below is a concise checklist to ensure your video interview is as successful as it can be.

Video Interview Day checklist:

On the day of your interview, review this checklist as you're setting up:

- Clear the desk space, except for a notepad and pen/pencil for you to take notes.
- Ensure that you won't be interrupted, by locking the door and ensuring others in your household are aware of the time of your interview so you aren't disturbed (a note on the door of the room as well as the door to the outside is a good idea).
- Have a copy of your CV, application form and any other notes ready for you to reference.
- Set out a glass or bottle of water for yourself.
- Utilise the do not disturb feature on your device.
- Check that your webcam, audio and Wi-Fi is working.
- Close any windows, tabs or applications on your computer that you're not using.
- Set your phone to silent or leave it in another room.
- Check that the background behind you is neutral and clutter free.
- Wear professional, soft-coloured and non-patterned clothing.
- Adjust the lights in the room. If things appear dark or dim, you may want to bring in an extra desk lamp to brighten the space or move closer to a window.

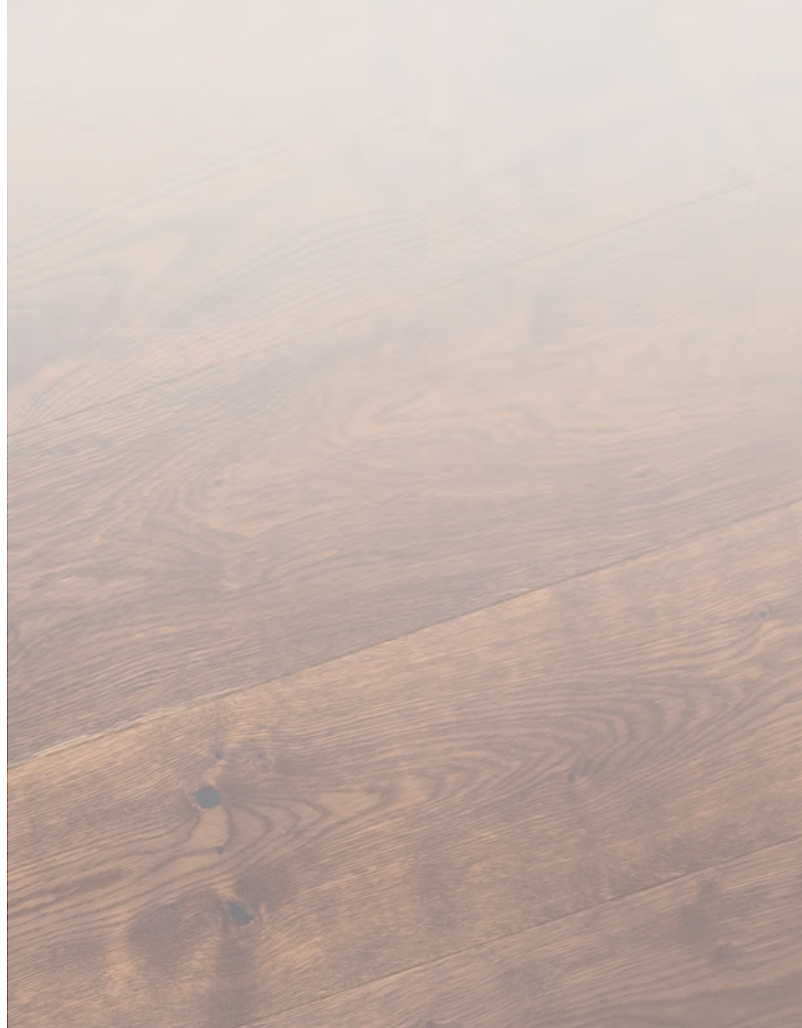
For further advice contact Barber McLelland and let us share our superior knowledge of the accountancy profession with you and help you ignite your career platform. Simply give Justin Barber a call on 0114 279 2843, or email justin@bmrecruitment.co.uk



Our Mission Statement

We are committed to connecting the highest calibre of candidates with the very best job opportunities within the accountancy sector.

Striving to help accounting professionals to achieve their career ambitions, we work tirelessly with clients and candidates to deliver bespoke recruitment solutions that always ensure the best fit between employer and employee.



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