

# Virtual Interviewing Guide

Here at Essex County Council, we have embraced virtual interviewing since our ways of working have been significantly impacted by Covid 19. Using technology has meant that we have been able to continue with our recruitment processes as normal.

This guide has been created to assist candidates with support in attending a virtual interview. The Resourcing Team will initially contact you to arrange a time and date for your interview, and an interview confirmation will be sent out to you via email. The hiring manager will then send you a separate invite for your virtual interview. This will be conducted via Microsoft Teams

Connecting to the interview is easy and can be done via Outlook or directly within the Teams application. This handy [video guide](#) demonstrates how to join a meeting or interview via Microsoft Teams.

**Please see our tips below for a successful virtual interview.**

## 1. Plan Ahead

If needed practice by making a video of yourself answering sample interview questions to ensure all your equipment is set up and working correctly.

Prepare for virtual interviews in the same way you would for a face to face interview; research the organisation and read the job description to refresh yourself on the key skills and competencies that are required for the role.

## 2. Make a good introduction

Allow yourself enough time before the interview starts to get organised and make sure that you join the call promptly. Close your emails and put your phone on silent to prevent getting distracted during the interview.

## 3. Be mindful of your setting

Make sure you're sat in a quiet place, away from distractions and are dressed as you would be for an in-person interview. If you do not wish to show your background, you can change this to be blurred or from a pre-loaded selection.

## 4. Maintain good eye contact and be conscious of your body language

It's easy to become distracted during a virtual meeting. Ensure you maintain eye contact with the interview panel and portray positive body language.

## 5. At the end of the interview

This is a good opportunity to ask any questions that you may have.  
Remember to thank the interview panel for their time.

## Other useful functionality on Teams

**Screenshare:** this will allow you to share your screen, without giving up privacy. This is particularly helpful if you are required to share a presentation as part of your interview.

For any questions, please contact the Resourcing Team: [Resourcing.Team@essex.gov.uk](mailto:Resourcing.Team@essex.gov.uk)