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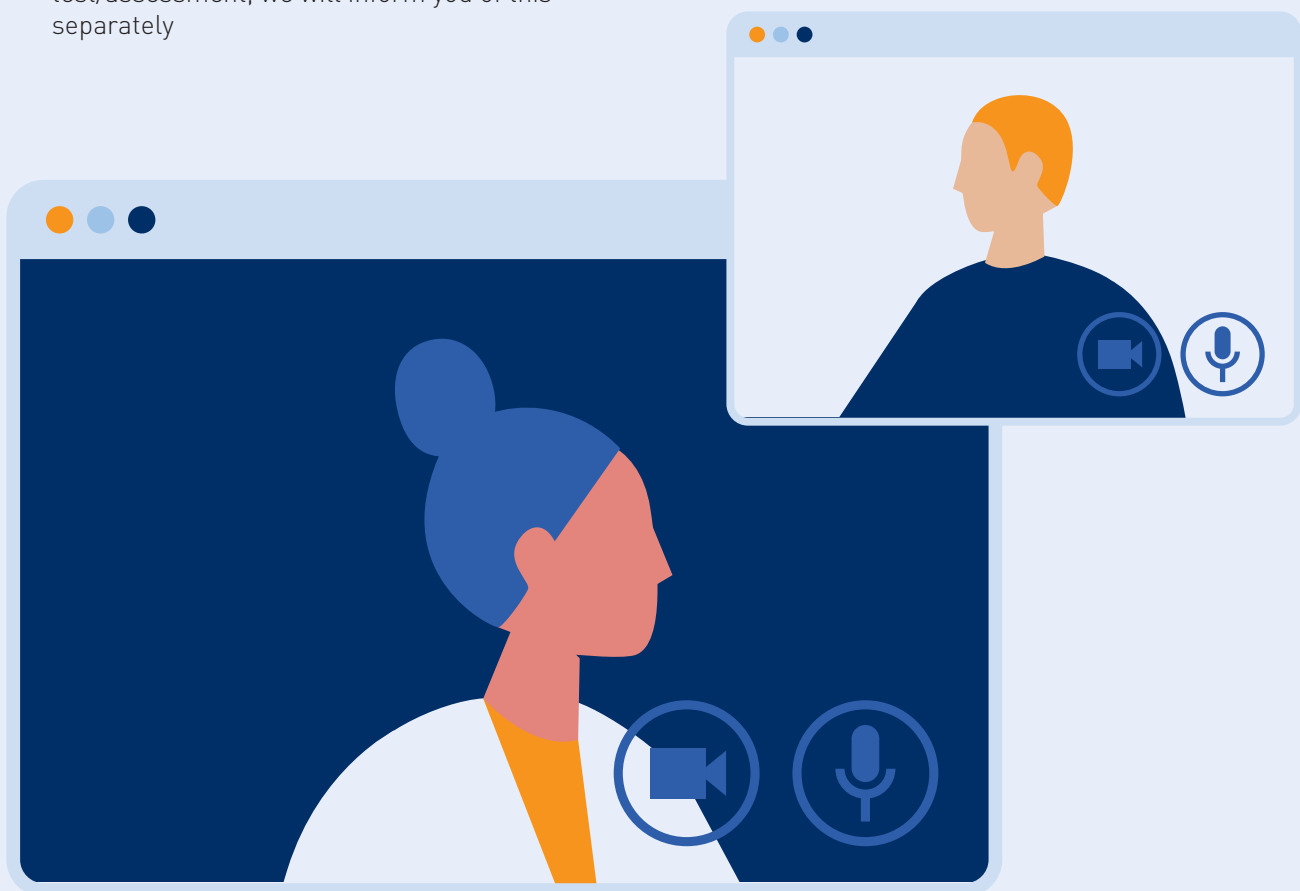
Remote Interviewing Guide - Candidates

This guide has been created to help you understand the video interviewing process, what to expect and some helpful, handy tips to ensure you have a positive interview experience.

What will I expect to be asked in the interview?

During the interview, you will be asked a variety of questions, including:

- A walk through of your CV
- What you know about Daisy Communications
- Competency based questions (check out the attached file with handy tips on answering these!)
- Role specific questions
- If there are any other requirements e.g. an accuracy test/assessment, we will inform you of this separately





What equipment/technology will I require?

- We use video for most of our interviews – a link will be sent to you when the interview is arranged – this will come to your personal email, along with the rest of the interview confirmation.
 - Click on the link, or copy and paste it into your browser
 - Remember to check the link BEFORE the interview, so you know that it works
 - If there are any problems, contact the Daisy Communications recruitment team
- A laptop/computer is necessary that has speakers/headphone capability and a webcam – if you do not have these, perhaps you could borrow from a friend, or some libraries do have private rooms available.
- A good internet connection – close all unnecessary tabs, this will help with the efficiency of the internet.
- Make sure everything is charged or plugged in before the interview is due to start.
- Check the audio/video – you could do a test run with a friend or family member.
- Technical hitches – if there are any, don't struggle through as you won't put in your best performance. As it is a live interview, mention the problem. It may be easily fixed, and the hiring manager could just end the call and re-join.

Are video interviews more informal than face to face interviews?

No, video interviews should be treated the same way as a face to face interview, here are some helpful tips to ensure you present your best self:

- Eye contact – make a habit of looking at the webcam, rather than at yourself or the other person on the screen. This can feel a bit weird at first, but it makes a difference to how you come across.
- Correct posture – avoid slouching, or sinking into the chair, which may come across as too casual. Make sure your webcam is at the right height to help you. Maintaining good posture shows your interest in what you have to say and indicates you are alert and engaged.
- Keep hand gestures to a minimum – gesturing is a great way to express yourself, however, be mindful that during a video interview, too many gestures could become distracting.
- Nod when necessary and smile genuinely – nodding shows you're listening intently. Alongside this, smiling and showing genuine passion about what you are saying, will highlight how interested you are in the role. According to Flex Jobs, smiling while speaking also "makes you sound friendlier and can give a more upbeat tone to your voice."
- Avoid crossed arms – folding your arms might make the interviewer feel as if you are closed off or in a negative mood. To avoid this perception, keep your arms comfortably at your side or in your lap and your feet on the floor to make yourself appear more open.



What should I wear?

We want to know that you will be able to present yourself appropriately if you work for us at Daisy Communications, so it is important to come across as well as possible.

When attending a video interview, it is essential that you dress professionally – like you would for a face to face meeting.

Here are some handy tips:

- Avoid bright colours and patterns and opt for softer colours, as they look better on camera.
- Position the camera so that you are looking up slightly and centred on the screen. While it's likely that the interviewer will only see your upper half, it's still a good idea to wear professional pants or a skirt in case you need to stand up for any reason.

What if something goes wrong?

Remote interviews are becoming more popular, which means, unlike a face to face interview there are other aspects that may go wrong throughout the process. If something unexpected does occur, remain calm and be honest with the interviewer.

- Don't be afraid to ask the hiring manager to repeat the question. Sometimes the audio may falter, due to the internet connection, so if you have missed some information, always ask to hear it again – you're better off clarifying, rather than answering the wrong question.
- Background noise – make sure your environment is appropriate for the interview. If at home, ensure anyone who you live with is aware you're having a formal interview and that you must not be disturbed – this will hopefully stop anyone from walking in the room or calling you from somewhere else in the house.

For more information or any questions, please contact the recruitment team.

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