

VIDEO & PHONE INTERVIEW TIPS

Video or phone interviews are more common than ever, especially for a first meeting. The main goal of these interviews is **to secure an in-person meeting**, unless the entire recruitment process will be done remotely. In either case, your main goal is to get them to love you!

You can usually expect one interviewer. If the call is a formal interview, prepare for typical questions about yourself, your experience and your suitability for the role. Also practice answering some behavioural interview questions. Questions about salary expectations and the next step might also come up, so make sure you've been briefed by your Medijobs consultant on what to say here.



Medijobs Australia is Australia's most trusted and experienced Allied Health recruitment agency. Founded in 2003, we place in rural, regional and metro areas. Learn more and apply for jobs at medijobs.com

Setting up

• SET UP

- Make sure your device is charged so it doesn't die half way through the interview!
- Give yourself 5 minutes to prepare for a video call.
- Position yourself so that the lighting is in front of you, rather than above or behind so that the interviewer can see your face. Natural light from a window is the most flattering.
- Position your camera at eye level by propping it up on books or similar, so that you're not looking down (and the interviewer is looking up your nose!).
- Have a somewhat professional background, rather than your bedroom (if in doubt, a plain wall always works).
- Don't use a virtual background – it can be tacky.

• DRESS WELL

If you're having a video call, **dress like you're going to an interview**. It's important to look professional. Not only will it make a good impression, but dressing the part will help you feel and sound more confident. Try to stick to solid colours if you can, so that your outfit isn't distracting on screen.

Setting up

- **CLEAR YOUR DESKTOP**

Whether you're on a video or phone call, have your laptop ready. Close down your tabs and apps, but have 2 tabs open: **their company page and a blank Google page** in case you need to do a quick search.

- **FIND A QUIET PLACE**

You need to be in a quiet place for your interview, where you can speak clearly and at a reasonable volume. A controlled space like your home leaves less room for distractions and other unanticipated events. If you're at home, **make sure your pets and family are in another room.**

- **HAVE PRINT-OUTS**

Have a physical copy of your résumé and the job description in front of you. Make sure you've researched the company so you can answer any immediate questions like, "What do you know about us". Jot down a short list of items you want to cover during the conversation. Hard copies are always a good idea as a backup.



Setting up

- **OPTIMISE YOUR SOUND**

Put your phone and other devices on 'Do Not Disturb' so no other calls come through in the middle of your interview. Turn off all notifications on your phone and/or computer. Use headphones to cut out background noise and make your voice clearer (plug-in headphones are safer than Bluetooth, which can sometimes drop out or connect to another device). A room with soft furnishings and carpet will create the best sound quality.

- **GIVE YOURSELF TIME**

Many job seekers try to fit a phone interview during their lunch hour at work. But what if the interviewer is running a few minutes late? Also, the longer the call, the better you're doing, so you want to give yourself a minimum of 30 minutes. While most first interviews done on the phone last approximately 10-15 minutes, if you hit it off with the interviewer, the last thing you want is to have to cut them off. Give yourself plenty of time.



On the call

- **ANSWER THE PHONE WITH YOUR NAME**

Say, "Hello, this is [your full name]." This shows you're ready and waiting for the interview, and therefore prepared. You'll also come across as well-spoken and good at communication.

- **WATCH YOUR BODY LANGUAGE**

We recommend sitting up and back from the screen so your shoulders are in the shot.

Don't be afraid to use your hands to be expressive.

- **USE MUTE**

Use the mute button if you need to block out any sounds like a dog barking or kids when you're not speaking. You can also use the mute button if there are multiple people on the call, or if you simply need a sip of water.

On the call

- **SMILE**

Smiling when you speak brings energy and excitement to your voice. When you talk on the phone, your voice actually loses about half of its energy during transmission. Try to sound enthusiastic, personal and warm.

- **BE HONEST**

If a major distraction happens during your interview, it's ok to mention it. People appreciate honesty, and by now, we're all familiar with unwanted interruptions!



After the interview

- **CHECK IN!**

When you're done, call your Medijobs consultant to give them your interview feedback. We'll let you know what to do next.

P: 1300 905 373

E: info@medijobs.com

W: medijobs.com

Text us: 0432 412 644

GOOD LUCK!





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