



Top tips for Virtual Interviews



Test your equipment ahead of time. Check that your camera is working and your microphone too. Using a headset / ear buds is better from a sound quality point of view – both for yourself and for the other people in the group. Allow for and expect **technical issues** with the connections. There can be buffering issues so be patient while others are speaking and try not to speak over people - even though it's not intentional when you do it, it can still be off putting for the person speaking. If you want to ask a question or make a point, you can always use the 'raise your hand' option in MS Teams.

Should your connection drop during the interview, the assessor will be able to contact you on the number provided on your application form.

If you anticipate that you may experience technical issues during your interview, i.e. you are aware that your Wi-Fi can be unreliable, please contact us at graduate@pinsentmasons.com and we can discuss the best approach to your interview(s).



Think about **camera position**. How many times have you sat on a virtual meeting looking up someone's nose?! Make sure the camera is positioned at eye level and shoulders upwards are in shot. Try to look at the camera and not the screen - looking at the camera means you're making eye contact with your assessor.



The etiquette for virtual interviews is the same as in person. The **dress code** should be smart or smart-casual. It's very important to make a positive first impression, so dress accordingly and **be on time!**

Have a **glass of water** handy and try to eat a snack before your virtual meeting; potassium packed bananas can help with pre-assessment nerves! We understand that making a virtual connection can be difficult at times - use **attentive body language**: sit up straight, don't make big extraneous movements, and don't let your eyes wander too much.



When in doubt, always **ask**. If you struggle to hear your assessor, or need your question repeated or explained further, please let them know.

The assessment day is a great **time for you to find out more about us** - at the end of each interview you will get a chance to ask your assessor some questions. Make the most of this opportunity, taking advantage of the one to one access with your assessors.

You can contact the Graduate Recruitment team before, during and after the assessment centre at graduate@pinsentmasons.com.