



## Guide to Completing an *Online Video Interview*

Gateway uses an online screening tool called Modern Hire. This entails completing an online video interview which your responses are recorded. It can be done at any time that suits you prior to the closing date. The only things you require are an internet connection, a webcam and a microphone.

Once you are enrolled in an online interview, you will receive an email link and the instructions required. Here are our pointers for undertaking an online video interview:

### *Never done this before?*

We understand this particular concern as we've had lots of feedback from our staff, many of whom have also completed an online interview!

The tool (Modern Hire) is relatively simple and easy to use. You get a few practice questions to test how the questions will appear and how you will look in the video when answering the questions.

### *What are we seeing?*

Before you complete the interview think about what the camera is taking in and therefore what we can see as viewers. Also consider any background noise.

### *No interruptions*

Once you go live in the interview, you won't be able to stop or navigate away from the active screen, so please ensure that you won't be interrupted and don't click onto another screen while the interview is in progress or it will trigger the interview to stop.

### *Practice gives confidence*

Do a few practice runs and check the details – check the sound, check that you are looking into the camera directly and that your whole face is in screen. (It's a bit unfortunate to watch when you can only see the top half of someone's face!)

### *Be clear on the instructions*

Make sure that you are clear on the instructions for the interview – you will get reading time for each question, followed by time to answer, don't mix them up!

### *Just like a normal interview...*

The questions will be just like those in a face to face or phone interview (we're just hearing your responses a little later on). Really try and think of us as being in the room with you.

### *Who watches the interview?*

Initially your interview will be viewed by someone in People and Performance and the direct manager. As you progress through the interview process, the interview may be viewed by those participating in subsequent interviews.

### *Relax we're nice!*

It may feel a little impersonal, as if you are speaking to yourself. Rest assured; this will be factored into assessing your answers.

Think of the person who is watching the interview later as being friendly and smiling at you (that's what we're generally doing in interviews).

We are often on LinkedIn if you know the manager's name already, feel free to look us up and you can put a face to the name.

