**How To Ace An Online Interview - Transcript**

0:00 My name is Mark Esho, I'm the director of Easy Internet Services, we've been recruiting via online

0:07 interviews for over 12 years. My top tips for acing an online interview...

Be Prepared

0:15 Number one: I'd actually say be ready be prepared, make sure you know how the equipment works,

0:22 make sure you've got the right lighting, make sure you've got the right sound,

0:26 make sure there's no background noise. Top tip number two: make sure you look smart!

Look Smart

0:33 Dress up as if you were actually going to meet someone face to face. It makes a big difference.

Share Screen

0:41 Top tip number three: make sure you learn how to share screen! Often candidates

0:48 would like to show their work and I've found in many circumstances that they

0:53 Actually don't know how to share their screen. Top tip number four: learn how to be comfortable

1:00 in front of a camera, so what I suggest you do is get your mobile phone or get your digital camera

1:06 and practice beforehand so you can actually see how you come across on video. I know it

1:13 might be difficult for some people but it's definitely worth the effort

1:17 actually putting a bit of time in beforehand. Top tip number five: try to inject a bit of your personality

Build Personality

1:24 into the online interview, say "hello" at the beginning, say "goodbye" at the end,

1:30 watch your body language, don't sit tense and you know just try to let your personality come

1:37 through, so just try to be as relaxed as possible and if you can smile as well!

1:43 So that's my main key advice for anyone actually looking for a job or doing an online interview.