## Hints and tips for online interviews

| **Things to consider** | **ü** | **Notes** |
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| Let students know as early as possible that their interview will be conducted remotely. |  |  |
| Tell students which platform will be used, so they have time to access the appropriate facilities and learn how to use them. |  |  |
| Send students a "how to" email with information on how they can access the platform you are using. |  |  |
| If possible, have a pre-interview check with students while they are waiting to be interviewed. This will allow you to deal with any connection problems and keep interviews flowing. |  |  |
| Find a quiet space to conduct the interviews, put your phone on silent and mute your computer notifications. |  |  |
| Inform students that they should also find a private and quiet space for the interview, put their phone on silent and mute computer notifications. |  |  |
| Pay as much care and attention to your body language in a video interview as you would in a face-to-face interview, as the student can see as well as hear you. |  |  |
| Advise students to pay care and attention to their body language as well and remind them they are visible throughout the interview. |  |  |
| Consider online safeguarding, e.g. are the people carrying out the interview DBS checked? Will an adult (parent / provider) also be present to safeguard the interviewee and the interviewer? |  |  |
| Think about your safeguarding policy and procedure in advance and ensure that the interview process complies with them. |  |  |