

Guidance for applicants attending online video interviews

Congratulations on being shortlisted to attend an interview with East Coast Community Healthcare. Due to current best practice guidelines your interview will be held via video call.

To help you feel more at ease we have put together some tips below on how to get the best from your online interview;

- Ensure you have access to a device that has a front facing camera and audio, e.g. Laptop, PC, Tablet or Mobile Phone.
- Test your equipment in good time before your interview is due to take place. Follow the link that will be provided to you to ensure your electronic device has all the necessary components and software to support the call.
- Test your sound before the call to ensure it is clear and working effectively. It is a good idea to test the software with a friend or family member before the interview to make sure it works properly.
- Try to find somewhere quiet to do the video interview where you won't be interrupted or overheard. Ensure background noise is kept to a minimum.
- Consider the background on your screen—a plain background is best.
- Where possible connect using a secure network (and not via public wifi)
- Remember that just because this is a video call and you may be at home, first impressions still count (pyjamas aren't recommended).
- Gather all of your required documentation prior to the interview and ensure it is easy to obtain during the interview so that you can easily present it when asked.
- Have a pen and paper to hand in case you think of any questions during the interview.
- Ensure your mobile phone is on silent, or even better, out of the room so you're not distracted by it.
- Turn off all notifications on your electronic device so you don't get distracted by them.
- Allow yourself plenty of time to partake in the interview.
- Have a drink to hand in case you need it
- Treat it like a normal face to face interview
- Ensure your screen name is shown as it is on your application form so the panel can match up your paperwork.
- We will try our best to not be delayed, however please be aware that we may be interviewing other candidates on the day and therefore may be a few minutes late for your interview. Please be assured we will be with you as soon as can. Where we can we will contact you to advise of any delays.
- If you encounter any technical problems on the day please contact our HR Team on 01502 445295 or by email to hradmin@ecchcic.nhs.uk

We wish you every success at your interview and look forward to meeting you soon.

