

How to prepare for your video interview

2021 Graduate Nurse Program

Congratulations on making it through to the interview stage for a Graduate position with Epworth HealthCare. We're really excited to meet you and we would love to know more about you, how you see yourself aligning with Epworth's values, how you work in a team, what you want to achieve from the Graduate program and generally get to know you. The interview will consist of yourself and 2-4 Epworth people and will be roughly 30 minutes in total.

We're using video interviewing this year and it is a pretty new thing for all of us. To help us and help you do your best on the day, here are some tips and tricks that will support you in presenting your best self during your video interview and create an enjoyable experience for everyone. We've broken the information into two (2) sections – Technical Preparation and General Preparation.

Technical Preparation

1. Decide on your tech
 - If you have multiple devices (such as a computer, tablet, smart phone, etc.) choose the one you are most comfortable with and the one that's most reliable.
 - If you're using your phone or tablet, download the Teams app (it's free from the App store).
 - If you're using your phone or tablet, think about what you can use to stabilise it during the interview. We want to meet you and will find it difficult to do if the screen is shaking and moving through the interview.
 - To get the best out of Microsoft Teams, have a look [here](#) at what Microsoft recommend for minimum hardware and camera requirements.
2. Test your tech
 - In the days leading up to the interview:
 - Test your internet connection using [SpeedTest](#) or any online Internet testing function.
 - Test your camera – remember to have your phone placed in landscape (horizontal) and angled appropriately.
 - Test your lighting – lighting should be from the front or to your side. Any lighting source behind you will create shadows across your face and the interviewers won't be able to see you clearly.
 - Test your sound and microphone.
 - Test Microsoft Teams – play around with the app and make sure you understand how it all works.
 - And... test it all again the morning of the interview.
3. Charge it up
 - Make sure your laptop, tablet, or phone is fully charged on the day of the interview.
4. Maximise your connection
 - While the interview is happening, save your bandwidth by pausing any downloads and closing any unnecessary web browser tabs and applications.
 - If you have other people in the house, ask them to limit their web use (downloads, other video calls, streaming services like Netflix) during the interview.

5. Location, location, location
 - Find a quiet, private, well-lit place, free from possible interruptions, distractions and noises.
 - Think about your background and what items are visible when you are on screen.
 - Teams has a background option however this will drain bandwidth and reduce the quality of the video stream. We recommend not using a Teams background.
6. Be an early bird
 - Log in 5 minutes early so you can be calm and centered when the video interview begins.
 - You will sit in a 'lobby' while you wait for the interviewers to open the video stream.
 - This will give yourself time to test your camera and microphone and also give yourself time in case of any last-minute technical issues.
7. Don't forget to put your phone on silent without vibrate 😊

General Preparation

1. Do your research
 - Learn what you can about Epworth HealthCare and also the location(s) that you've applied to complete your program. Know and understand our Values, our History and anything else you may find.
 2. Dress for success
 - First impressions count even in a video interview. Dress the same way you would for a face to face interview. Neat and [casual business](#) attire works best.
 3. Practice answering interview questions
 - You will be asked a mix of general and behavioural questions. Take some time to research the internet for commonly asked questions and practice answering them.
 - Some general questions may relate to your strengths, your weaknesses and your plans for the future. Practice answering these questions with a friend or family member.
 - When answering a behavioural question, we want you to answer using the S-T-A-R approach:
 - i. **Situation** – what was the situation
 - ii. **Task** – what were you asked to do
 - iii. **Action** – what did you do to meet the task – this is the most important section
 - iv. **Result** – what was the final result or outcome
 - Keep your answers brief and if the interviewers need more information, they'll prompt you.
 - Always remember to take your time answering the question. Be honest, be factual and keep to the point.
 4. Come prepared
 - Think about a couple of questions you'd like answered in the interview, this shows the interviewers that you're keen and interested in being successful.
 - Often, the interviewers will say something that you may want to explore further or keep as a point of reference. Having a pen and paper handy during the interview will give you the ability to take notes that you can refer to later.
 - Have a bottle or glass of water out for yourself.
 - Aim to be *interested* during the interview: pose intelligent questions, remain enthusiastic and ask about what activities some of the current graduates are being involved in.
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5. Communicate effectively

- The key to a successful interview is effective communication between everybody. This promotes an enjoyable conversation that will provide insight into your suitability for the program.
- Speak clearly, listen carefully and don't interrupt. There may be a lag with the internet connection, so it's best to wait a second before answering the question just to make sure you're not interrupting.
- Think through your answers before responding and always ask for clarification if you're not too sure. Don't assume, simply ask for the question to be repeated.

6. Nerves are normal

- Being nervous before and even during an interview is normal.
- Letting the nerves take control or becoming flustered is what may impact your success.
- If you feel yourself becoming really nervous or flustered during the interview, let the interviewers know and ask if you can have a minute to relax. Take a few deep breaths, slowly count to five, check yourself then let the interviewers know you're ready. When you verbalise you're nervous, the nerves go away!

7. Avoid caffeine

- We all like a coffee, energy drink, tea or two to help add some energy. Be mindful that too much caffeine can make you ramble, talk too much and possibly go off track.
- We want you to really present your best self in the interview, avoiding too much caffeine will keep your answers to-the-point.

8. General tips

- Make sure that the area you're having the interview is neat and tidy.
- The microphone will pick up all the noises in the room – don't tap your pen, shuffle papers, type on the keyboard, etc.
- Use the 'Picture-in-Picture' feature so you can keep an eye on how you're coming across.
- Make eye contact with the interviewers.

Remember, a video interview carries as much weight as an interview conducted face-to-face, so we recommend using the points in this guide to help you prepare. We know that this type of interview can be a little intimidating, even for those who are familiar with video and use it on a regular basis.

Finally, congratulations on successfully moving through to the interview stage and thank you for choosing Epworth HealthCare as the place you'd like to complete your graduate program.



**KEEP CALM
AND
GOOD LUCK
FOR THE
INTERVIEW**