Despite recent events, the wheels and cogs behind the UK's job market are still turning. A high percentage of companies have paused their hiring initiatives, or put projects on-hold; that doesn't mean everyone has cancelled their recruitment plans...

Speaking with our clients and partners, it's clear that many are still in need of new skills and niche capabilities - especially for business-critical urgencies and to meet demanding, project directed objectives.

Companies that are still hiring will be adding more video and remote practices into their recruitment processes (*for more on this topic, request a copy of our 'Hiring from home' guide).

The following information aims to highlight what candidates can expect when being recruited from home - while providing advice and a checklist to follow.

Caspian One as a company is still fully operational, with our consultants available to support you through every application, interview and onboarding step. To talk with us call +44 (0) 1202 979 700 or email contact@caspianone-broadcast.com.

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Tips & best practices for being hired when working from home!

Interview Checklist: For Remote Recruitment

First Stages

The first stage for most companies is a telephone interview - an early chance to verify skills and present your experience. Prepare as typical; quiet space, consider tone/speed/language and have questions ready.

Alternatively, you may be asked to conduct a solo-interview. In this you'll be given questions and asked to record responses on video.

Interview Tech

You've been invited to a video interview. Required;

- Suitable computer, laptop or device with power.
- Download/install software, Zoom for example.
- Quality video camera; with tripod, not handheld.
- Clear audio; microphone or device inbuilt.
- Strong WIFI connection.

Check it all works. Complete a test run in advance.

Ready Your Space

Determine where you will be interviewing from by considering the following;

- Background. Keep it clean, simple and uncluttered.
- Lighting. Ensure you appear illuminated and clear.
- Sound. Remove any unwanted sound creators.
- People. Prepare others in the house to be quiet.
- Tech. Check your WIFI signal reaches.

Personality Profiling

An assessment option that's becoming more popular with the rise of remote working. These psychometric tests assess a person's behavioural traits - rather than intelligence, education or skill set. They can also help you understand your own personality, which may help in an interview Q&A.

Take a free test at: www.16personalities.com

On Video

Consider your appearance and nonverbal cues where body language can't be assessed in person.

- Dress as you would for an in-person interview.
- Role play in advance; record and review.
- Be aware of maintaining eye contact.
- Know your facial expressions.
- Be conscious of hand gestures and movements.

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An Advanced Look.
Tech - Space - Video
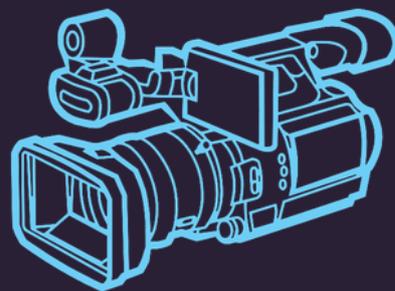
With the ability to meet candidates in person not an option, interviewers are putting more value on insights gained through video interviewing.

As such, how you present yourself while on video is vitally important. Everything from the way you dress to the room you're in can give a hiring manager subtle clues about who you are.

Fortunately, you have 100% control over these factors - if you prepare thoroughly in advance.

Start by deciding where you'll be interviewed from, beginning with a quick tech check; do you have WIFI, is it strong enough, are there power sockets?

Avoid a video background that includes furniture or mess, like a bedroom. Instead either locate a clean wall to appear in-front of, or if you do show items in the background - use these to hint at your personality/skills/education. You could always screenshot your background in advance so you know how you'll appear.

Next, think lighting. Natural light sources are preferable as they help video software render accurate colours and deliver quality footage. Make sure you're not looking at direct sunlight and don't sit with your back to a window or bright light source. Consider using a soft directional light to reduce harsh shadows and be conscious of brightness; avoid overexposure.

Moving onto sound, assess your chosen space for all producers of noise. TV's, speakers, device alarms, etc - ensure these are muted for the interview. If you are impacted by outside noises, close windows or reassess your selected location for suitability.

Prepare any adults/children/pets that live with you or have access to your chosen location. Inform them of when to keep quiet, how long for, where you'll be etc - and have pets cared for or relocated. Remember the broadcaster interrupted famously by his child on BBC news, live TV!

Consider your hardware. If you're using an inbuilt laptop camera, place the laptop on a flat surface. Alternatively, if you're using a separate camera ensure it's on a tripod or similar; you don't want any shaky, moving video.

For audio use either an inbuilt mic or external microphone (held in a mic stand or on a headset). Test all hardware thoroughly by completing a practice run to avoid feedback. Remember to turn off all incoming notifications and mobile phones.

You on camera.

How you look and behave on video, in many ways - is more important than when meeting in person.

Given that the majority of human communication is conducted through body language, limiting this forces hiring managers to look closer at other behavioural factors.

Dress as you would if meeting in real life; suitable to the role, company and culture. This also goes for hair styling, make up etc... Present your best you.

When setting up your equipment position your camera so it sits at eye level. This will help you to maintain eye contact with the interviewer - assisting you to build rapport.

During the interview don't force unnatural facial expressions but do allow yourself to be over-expressive, where relevant, to present your case, make a point or emotionally connect with the hiring manager.

It's estimated that as humans, around 70-80% of all our communication, is nonverbal.

Use your posture to show you're engaged in the interview. Lean into the camera to indicate interest, don't slouch or cross your arms - be open, confident and show you're listening.

Avoid any distractions such as twirling pens or playing with other objects. Show your focus is entirely with the interviewer. Fidgeting can also be a strong indicator of nerves so instead, try using hand gestures only for displaying enthusiasm or reinforcing conversation points.

We recommend conducting role play interviews, recording them and then reviewing the footage - to better understand how you come across on video. Do this with someone who'll provide honest feedback, such as a friend, colleague or your recruitment consultant. Recruiters are experienced in video interviewing so will be able to provide thorough and accurate advice.

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Extras

How else can applying, interviewing and starting a new job differ - when completed remotely?

In the most part, applying to jobs is already a remote activity.
For example you send CVs by email and communicate with recruiters on the phone.

We've discussed interviews - for more best practices request a copy of Caspian One's 'complete guide to interviewing'.
In which you'll find comprehensive insights on all aspects of interviewing; preparation, research, questions, types etc...

It's possible further testing may be required. Personality tests, knowledge tests and such. Again, these are most often conducted online.

The biggest difference will be, how you build rapport and relationships. Normally you'd meet the team, have face-to-face time with management and so on. With this not being possible it's critical to over compensate, over communicate and build those connections, digitally.