

### Getting started

You will receive an email from Shortlister which will include a link to your video interview. Our lovely avatar Monica will appear on the screen and ask you the questions.



### Practise with someone else

Do a practice run in front of someone you trust; a friend, a colleague or a family member, and insist on honest feedback.

### Check for professionalism

Ensure you are in a quiet place and not likely to be distracted by any noise. Make sure the environment is appropriate and tidy!

You will have the opportunity to do a trial run to check sound and light is fine, please make use of that.



### Check your tech

Make sure you have adequate broadband connection and that your webcam works.

Make sure all other programmes on your computer are closed - you want to avoid having unwanted notifications pop up.

### Be timely

Once you receive the link, you will have 3 calendar days to complete the video interview.

Give yourself enough time to complete it before it expires.

Once you have started the interview, you will have a set amount of time to respond and you will see a timer on the screen.



### Keep up appearances

Think about what you are wearing; while it may be tempting to dress casually, you should dress as you would if you were attending a face to face interview.

### Our top tips for the interview

**Enthusiasm & confidence** - Be yourself and please ensure to bring your passion for the industry and enthusiasm for ABF across in the video.

**Know your stuff** - It is important that you have done your research and you know what we do here at ABF. Be prepared to give examples using STAR(Situational, Task, Action, Result) framework to evidence your skills in response to the questions asked.

**Treat this like a face to face interview** - Ensure that you dress appropriately and that you are in a quiet area. Allow plenty of time for the interview, as once you begin, the interview cannot be stopped.

