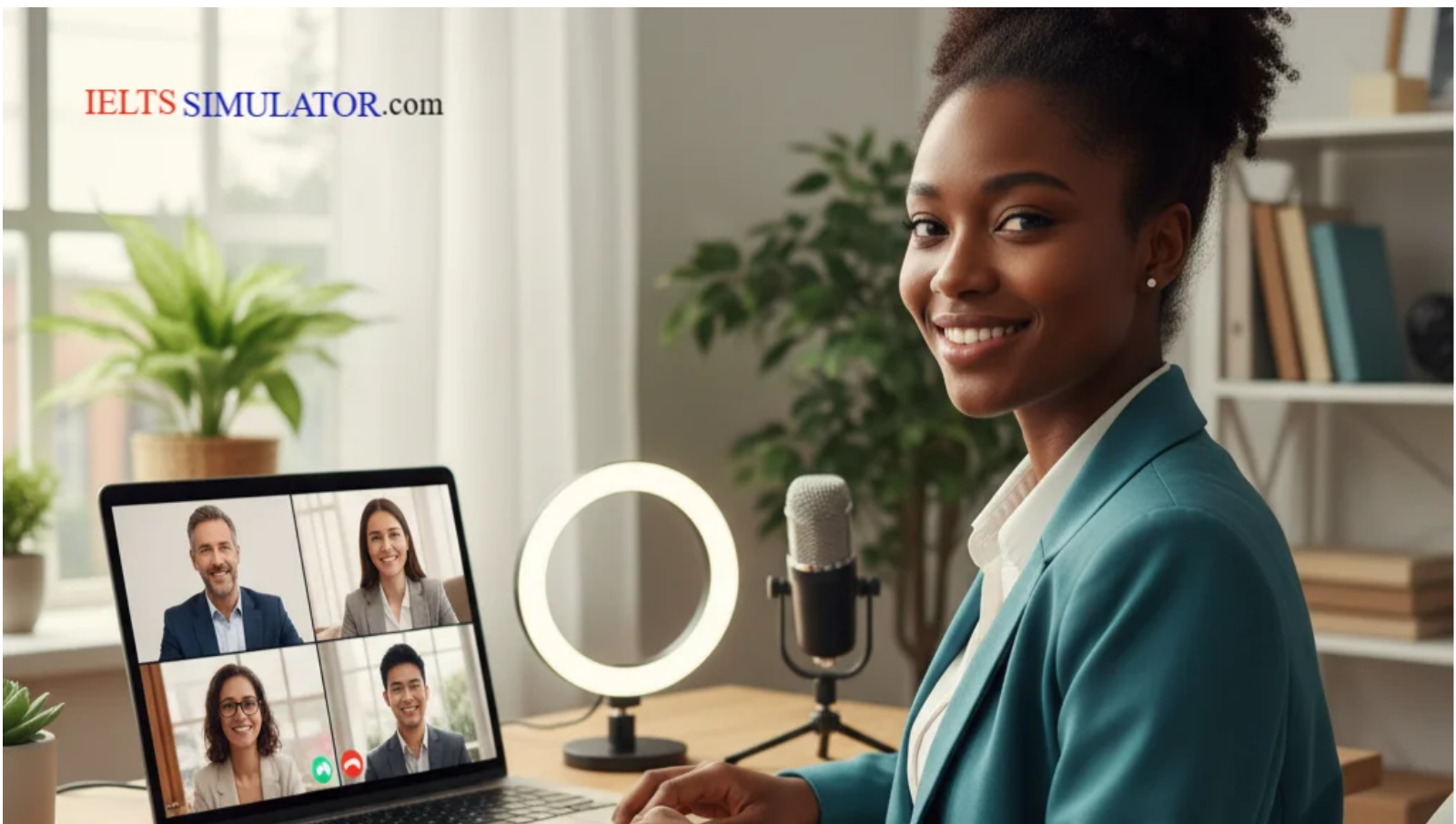


IELTS READING- How to succeed at an online interview S36GT3



IELTS READING How to succeed at an online interview Reading Practice Test has 10 Questions belongs to the Career Development & Employment subject..

Attempt Free Reading Test..

Nowadays, more and more employers are saving money and time by interviewing prospective staff online. Just when jobseekers thought they knew how to ace an interview, the rules changed. This is our guide to landing your dream job, even if the interview is online.

Questions 15-20

Complete the notes below.

Choose **NO MORE THAN THREE WORDS** from the text for each answer.

Write your answers in **boxes 15-20** on your answer sheet.

15 Don't dress casually-avoid

Type correct answers here

16 Make sure equipment such as

Type correct answers here

are functioning.

17 Prepare to share some

Type correct answers here

of achievements in your career to answer 'tell us about questions.

18 Establish a

Type correct answers here

at home so that you don't feel or appear anxious.

19 It might take practice to know how to maintain

Type correct answers here

during online conversations.

20 Demonstrate

Type correct answers here

by nodding and smiling at the speaker.

Dress for success

Wear professional attire, unless you are sure the company has a casual dress policy. Even if that is the case, it is better to err on the side of caution. If employees usually wear jeans and T-shirts to work, it is still risky to do so at an interview as it gives the impression that you have not made an effort. It might not be necessary for men to wear a tie with a suit, but don't go more casual than that.

Check the technology

Even if you have used the video call platform many times before, check the link sent by the company interviewing you as soon as possible. This will give you time to contact them if there is anything wrong. Don't forget to check your microphone and camera are in good working order and your internet connection is reliable. If in doubt, ask a friend or family member with good internet if you can use their device or Wi-Fi connection.

Practice answering questions

It is a good idea to look up common interview questions for the field you work in and develop answers for them. Nowadays, 'tell us about a time when... questions are popular because they elicit very specific examples from candidates. These are the toughest ones to handle without preparation. Think about some key events from your career which demonstrate teamwork, customer service, time management, goal orientation or whatever skills and competencies you are likely to be asked to show evidence of. Certain projects or accomplishments could be tailored to several different 'tell us about... questions.

The advantage of being online is that you can discreetly refer to notes, so make the most of this opportunity and have screen notes or a notebook to hand.

Be and appear relaxed

Interviews are rarely relaxed situations but if your interview is online, it is easier to create a relaxed atmosphere. Try lighting some fragranced candles for example, or surround yourself with family photos. Make yourself a cup of herbal tea and use cushions to ensure you are comfortable and sitting up straight. At home, you will be able to take deep breaths before you begin without being observed. Whether online or in person, smiling, breathing steadily and speaking slowly are all good ways to avoid seeming nervous.

Be aware of your body language

Even in an online interview, body language matters. Look into the camera and make eye contact with the interviewer. It may be a good idea to have a trial run with a friend so that you identify the best part of the screen to focus on. Practice active listening when the interviewer is talking, by nodding and smiling when appropriate.

Source: <https://uk.indeed.com/career-advice/interviewing/online-job-interview-tips>

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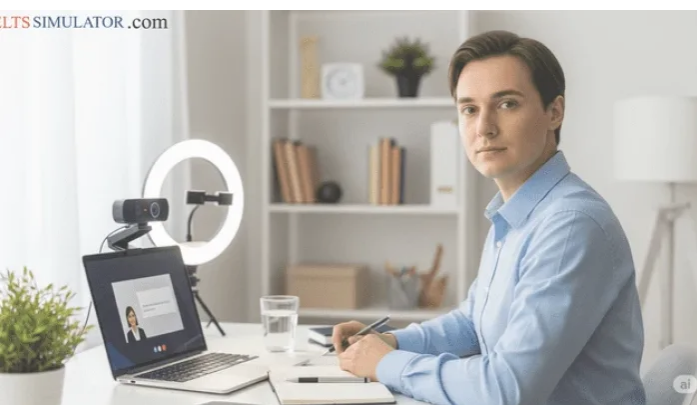


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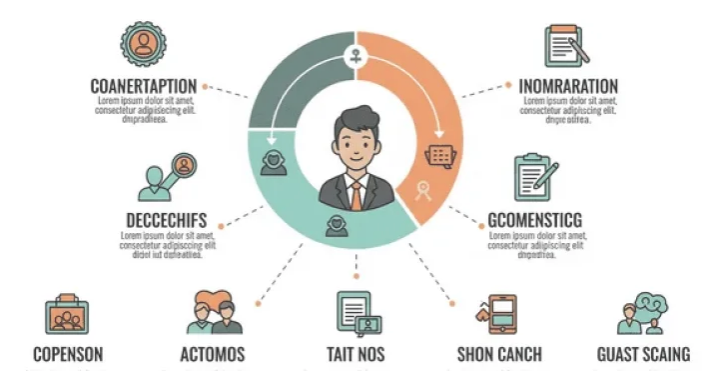
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