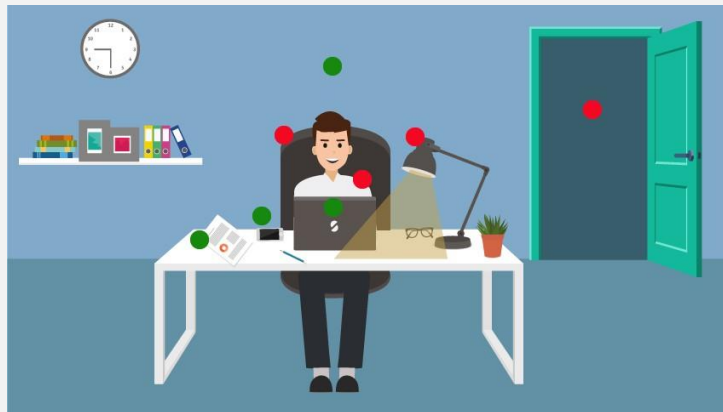## Tech Testing and Curating your Space

- It's important to select your best hardware. Prioritise the quality of camera over screen. Often your smartphone camera will be better than those on your laptop and tablet. However, it's best to go for what you're most comfortable with and which will best suit the interview. For multi-person meetings, a laptop is probably best.
- Elevate your laptop, tablet or smartphone to eye level. This will make the interview seem more face to face.
- Try using earbuds or discreet headphones to enable you to hear the interviewer clearly.
- Check that your internet connection is working well and that it can support high quality live video. If not, upgrade your package or find a more suitable location.
- Check the audio and video work with the chosen platform. Have a practice run logging in and trying out the platform with a friend.
- Adjust camera angles and sound levels. Never go into an interview without practicing.
- Test everything again on the day.
- Sometimes, rebooting your laptop/PC will reset audio or camera settings to default so make a note of any setting changes you made during your trial run so that you can reinstate them quickly.
- Ensure that you have all the dial in details for your interview call correctly written down.
- Agree a back-up plan with the interviewer just in case there are any technical glitches.
- Install a backup copy of the platform on another device.
- The interviewer may decide to telephone you so ensure you have swapped contact details.
- One final thing to check. Make sure you are using a professional screen name that will be easy for the interviewer to recognise and that won't embarrass you!