



INTERVIEW ADVICE FOR APPLICANTS

Digital interview

- Make sure your equipment and connection work. Whenever possible, use a computer rather than a phone or tablet. Try doing a dry run with someone else before the interview.
- Please use a headset to optimise audio. Try it out with someone to make sure it works.
- Sit in a quiet environment and adjust the lighting so your face is clearly visible. Place the computer so that the camera directly faces you. Here is an example:



- Treat the digital interview as a regular interview. Think about the impression people might get based on what is in your background, what you are wearing, etc.

More advice

- Study the ad before the interview to make sure you know what the employer is looking for.
- Prepare by reflecting on your experience and any skills you deem relevant to the position.
- Try to allow for brief silences.
- Try asking someone you know to interview you, with questions such as:
 - *Why do you want this job?*
 - *Are there any personal qualities you want to highlight as important for the position?*
 - *Are there any qualities you need to work on?*
- If you are a teacher or researcher, how can your research contribute to the field at Karlstad University?
- What would you like to know about your potential new workplace and position? It's good to have a few questions ready.
- Remember that the interview is a conversation where you get to know each other, so try to relax and see it as an opportunity.

Reach out to a member of the recruitment team if you have any questions at all.