

**Scholarships & Financial Aid Unit
Office of Student Affairs
Hong Kong Baptist University**

TIPS FOR ONLINE INTERVIEW

A. At least a day before the online interview:

- 1) Download the designated web conferencing software/app (e.g. Zoom, Microsoft Teams, etc.) in advance. Even if you have the software ready on your computer or mobile device, please check to make sure the version is the **most updated**. You may be forced to do the update first when you want to start using it.
- 2) Both audio and video functions will be used. Make sure you have a) **Microphone**; b) **Speaker or headphones**; and c) **Built-in camera** for video on your computer/mobile device. Make sure you do the testing in advance to ensure the microphone, speaker and camera work well.



- 3) **Change your username** to “HKBU_English full name” beforehand. (e.g. HKBU_Chan Tai Man) for easy identification. You may NOT be allowed to join the interview if your username is not the same as that in our record.
- 4) Find an indoor and quiet place with **stable wi-fi network** for the interview. The interview will NOT be rearranged if there is any external interference or technical problem at the candidate’s side.
- 5) Use **neutral-coloured wall** in the background. Shades of grey or white, or a decent and simple virtual background (e.g. bookshelves, a plain living room) can work especially well. Avoid anything distracting in the background.
- 6) Create **good lighting**. Make sure the light shine on your face instead of from behind you. A smart and energetic look gives a good impression!
- 7) Place your camera at **eye level**. Your upper body (head + shoulder) should be clearly shown and positioned at the center of the shot.
- 8) Read our emails to you! Make sure you know which scholarship scheme you are interviewing for, who you are meeting and the language to be used (if such info is provided).



B. Tips on your virtual image

- 1) Dress code: Formal attire
- 2) Better wear plain top, avoid spots and stripes pattern [other participants may feel uncomfortable visually when the spots/stripes top is moving in front of the camera]
- 3) **No** vests or spaghetti straps (背心或吊帶上衣). **No** pyjamas even if you have the online interview at home.
- 4) Look clean, tidy and smart! Comb your hair.
- 5) Ladies: better put on some light make-up
- 6) Gentlemen: please shave and avoid shiny face

C. During the online interview:

- 1) Sign in to join the interview **at least 10 minutes before** the scheduled time. Late comers will not be entertained. You will normally be in a virtual waiting room. Signing in earlier is to play safe in case any unexpected technical issues arise, you still have some time to fix it.
- 2) Please wait patiently in the virtual waiting room. The previous session may overrun.
- 3) Turn on your speaker and camera when you are admitted to the interview room.
- 4) If there is unavoidable noise in the environment you are in, turn off your mic whenever you are not speaking.
- 5) Sit up straight. Do NOT slouch in your chair.
- 6) Turn off all notifications on the device you use. Make sure your mobile phone is on silent.
- 7) Do NOT work on other tasks (like eating, checking email, checking your mobile phone).
- 8) Do NOT record audio or video, or take screen shots of the interview.

For other tips like how to prepare yourself for the interview and what common mistakes to avoid, please check out the general tips on attending scholarship/award interview on our website:

<https://sa.hkbu.edu.hk/sfa/scholarships/introduction>.

*Impressions still count over webcam.
Treat yourself as a radio broadcaster & TV actor!*