#### FAQs - Video interview

For which positions is a video interview used in the selection process? The video interview is only used when filling commercial and managerial positions.

#### What is a video interview?

If you have submitted an application to us and meet the necessary requirements for the position advertised, you will receive an email from us with a link. This then directs you to the Viasto portal, where you can conduct the video interview. As basic requirement in terms of technology, you will need a computer with a camera and microphone for the interview. In addition to the telephone interviews that we occasionally conduct, this type of interview is another approach to gaining an initial impression of the applicant. The time required for this is a maximum of three quarters of an hour, with a quarter of an hour for preparation. The video interview that we receive afterwards helps to narrow down the pre-selection that we have already made and to invite the most relevant applicants to a personal interview.

# What does the video interview include?

A key point in advance - this is the first visual impression we will get of you, so please remember to dress properly! I You have a maximum of one week from the time that you receive the email to conduct the video interview. Any reduced time limits will be agreed in advance through us

- 1. First of all, you will be directed to a description to learn how the video interview works.
- 2. After this, you will have the opportunity to do a short test interview to adjust the settings for your video devices (volume, microphone).
- 3. You will then be asked five to a maximum of six questions that you need to answer within a specified time limit.
- 4. Once you have completed the answers for the selection of questions, the video interview is forwarded on to us.

We now ask you to be patient and await the response! If the response is positive, you will receive a further invitation for a personal interview.

# What are the advantages of the video interview for the applicant and the company?

# **Applicants**

• Flexibility: Independent of time or location • Authenticity: personal presentation of character; make a personal point of view • Reach relevant decision-makers: Simultaneous presentation to HR and specialist departments • Saving of travel and time

#### Company

Flexibility: Independent of time or location • Greater effectiveness: High-speed interview process • Greater participation: HR and specialist departments both involved • Assurance: in (decentralised) decision making