

Video interview tips

As technology becomes even more predominant in many hiring processes, video interviews (via Skype, Zoom, Teams, etc.) are becoming increasingly common. The tips below can help you to prepare and perform better during a virtual interview.

- 1. Do your research.**
Prepare yourself like you would do to a face-to-face interview. Find out as much as you can about the company.
- 2. Dress for success!**
Plan your outfit in advance. Look, act and dress professionally to make the best first impression. Make sure your outfit looks good on camera.
- 3. Establish an appropriate environment.**
Choose a quiet area free from distractions. Set up in front of the most neutral background you can and ideally with you facing the window for good lighting.
- 4. Test your tech.**
Organise a test call with a family member or friend. Ensure you to feel confident using the technology and that the camera and microphone both work. Make sure your laptop charger is plugged in (if using laptop).
- 5. Practise and record yourself.**
Practise speaking your interview answers out loud and record yourself. If you're not used to video chat, you might find maintaining a virtual conversation to be a bit awkward at first. Trying a mock video interview with a friend or family member can highlight anything you need to watch out for.
- 6. Notepad and questions prepared.**
Preparing questions demonstrates your interest in the company and that you have done your research. Have a notepad and pen handy so that you can write down any important details.
- 7. Maintain good posture.**
Because you are at home, it's natural to be a little more relaxed. Try not to slump in your seat, as it can make you look less engaged. Instead, you want to pull your chair slightly away from the table, sit up straight and maintain good eye contact.
- 8. Be on time – Show up a few minutes early.**
Open up the program that your video interview will be hosted a few minutes early. Before you fully enter the meeting, a lot of the common video software will give you a chance to check the framing of your shot.
- 9. Use your face to show that you are engaged.**
Show engagement when the interviewer is talking by nodding and gesturing in agreement. Try not to talk over your interviewer as this clash of sound can be disturbing, and may mean you miss important information.
- 10. Express your interest.**
At the end of the interview, express your interest in the position and the company. Tell the interviewer that you enjoyed meeting with them, and don't forget to thank them for seeing you.

10 VIDEO INTERVIEW TIPS

1.



DO YOUR RESEARCH.

2.



DRESS FOR SUCCESS!

3.



ESTABLISH AN APPROPRIATE ENVIRONMENT.

4.



TEST YOUR TECH.

5.



PRACTISE AND RECORD YOURSELF.

6.



NOTES AND QUESTIONS PREPARED.

7.



MAINTAIN GOOD POSTURE.

8.



BE ON TIME.

9.



SHOW ENGAGEMENT.

10.



EXPRESS YOUR INTEREST.