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| [Graphic: Online Video Interviews] |  |
| [Graphic:  Heather Murphy  Recent Graduate] | Hi, I’m Heather Murphy. Online video interviews are becoming increasingly popular with employers because they’re convenient and save companies time and money.  But it’s easy to mess up a video interview like this … if you don’t keep some KEY TIPS in mind. |
| (Heather)  [Graphic: Do a Test Call] | First, do a test call BEFOREHAND with a friend or family member and record it… so you can review it to make sure that everything ran smoothly. This will make you more comfortable and confident for the “real” online interview. |
| (Heather)  [Graphic: Dress For The Interview] | Secondly, DRESS for the interview. Even though you’re at home, wear what you would wear to a face-to-face interview since you want to make the best impression possible. |
| (Heather)  [Graphic: Clean Up Clutter] | Clean up clutter in your apartment or dorm so it looks tidy and take down anything distracting in the background. You want to make sure your interview appears professional, and the interviewer is focused on you. |
| (Heather)  [Graphic: Create a Quiet Environment]  [Graphic: Close Down Applications] | Be sure that your surroundings are quiet and that your roommates or family know that you’re doing an online interview and you can’t be interrupted. Turn off any music, turn off your cell phone, and make sure that any pets are shut away in another room. Be sure to close down any applications on your computer too so you won’t be distracted during the interview. |
| (Heather)  [Graphic: Plug In Computer] | Plug in your computer so the battery won’t die during your interview. |
| (Heather)  [Graphic: Check The Lighting] | Check the lighting. Turn on an overhead light or nearby lamp to make sure that your face is well lit. Also check the natural light to make sure that it’s not right behind you which can make your face appear dark or in shadow. |
| (Heather)  [Graphic: Frame Your Shot] | Frame your shot so you can see your upper body. Remember that a good portion of understanding comes from body language. Adjust your computer’s camera so it points directly at your face, and you’re not off to one side. |
| (Heather)  [Graphic:  Eyes Focused On Camera Lens] | During your interview, keep your eyes focused on the camera lens, not on your screen. Remember that the only way the interviewer can make a connection with you is when you look directly into the lens. If you look down at your screen like this… it may appear that you’re not paying attention. |
| (Heather)  [Graphic: Check for Technical Problems]  [Graphic: Repeat Question If Needed] | At the start of the interview… check for technical problems. Address any issues right away BEFORE the interview begins. Discuss who will call back if the connection is lost. If a video delay makes you miss a question, be sure ask the interviewer to repeat it. |
| (Heather) | And finally, remember to be enthusiastic! |
| (Heather) | With these KEY TIPS in mind, now you can relax, smile, and put your best foot forward to potentially land your next job in an online video interview. |