



Quick Tips: Online Video Interviews

BASIC TIPS:

- Online video interviews are an increasingly popular and convenient way to interview with employers since they save companies time and money.
- Do a "test" call BEFOREHAND with a friend or family member to make sure that everything runs smoothly. A test call will likely make you more comfortable and confident for the real, online video interview.
- DRESS for the interview. Wear what you would wear to a face-to-face interview since you want to make the best impression possible.
- Clean up clutter in the interview area so your surroundings look tidy. Take down anything distracting in the background. You want your surroundings to appear professional so the interviewer is focused on you.
- Be sure that your surroundings are quiet and that you will not be interrupted. Turn off any music, turn off your cell phone, and make sure that any pets are shut away in another room so they will not disrupt your interview.
- Close down other applications on your computer so you won't be distracted during the interview.
- Make sure to plug in your computer so the battery won't die during your interview.
- 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 is not right behind you which can make your face appear dark or in shadow.
- Frame your shot so you can see your upper body. Adjust your computer's camera so it points directly at your face, and you are not off to one side.



Online Video Interviews Cont.d

- As much as possible 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 camera lens in your computer.
- Try not to fidget and use minimal gestures. Online video can often have a delay of a few seconds which can make your gestures appear blurry and distracting.
- Check for technical problems. Address any issues immediately BEFORE the interview begins if possible. Discuss who will call back if the connection is lost. If a video delay makes you miss a question, be sure to ask the interviewer to repeat it.
- Remember to be enthusiastic!