

## TIPS FOR VIDEO INTERVIEWS

Video interviewing is a convenient and cost-effective alternative to in-person interviews. Everything you do for an in-person interview is needed for your video interview. Research the company. Practice answering potential questions. Have a list of questions you would like to ask. Dress professionally for the interview. Write a thank-you note after the interview. Here's how to turn a regular interview into your video interview:

- Practice! Use **Big Interview** to build your interviewing skills and prepare for video interviews. Schedule a Career Coaching Mock Interview for Zoom, to practice online interview skills.
- Choose the device you're most comfortable using (computer, tablet, or smart phone). Test your equipment in advance. The day of, make sure the battery is at full power and the camera lens is clean.
- Check your Internet connection. If you share a connection, you may want to ask others to stay off the Internet while you are interviewing. Be sure to check your connection an hour before the interview to ensure everything is working. And, have a backup plan in case something goes wrong.
- Choose a good location. You want a quiet place—no roommates, no pets, no distracting noises. You want a plain background or blurred background. Remove clutter at your desk or table; you can have your notes, resume, and paper to take notes. Ensure proper lighting so the interviewer can see you clearly. Use diffused lighting—nothing harsh or direct so that you won't have shadows or glare.
- Position your camera so that it is level with your head or angled just slightly. The camera should be far enough away to capture you from the chest up.
- Test the tech and practice again! Ask a friend to help you practice using the technology you've set up. Fix any problems (sound, lighting, camera placement). If you can, record the interview so that you can review it and improve your performance.
- On the day of the interview, dress in your complete interview outfit. Do not just dress from the waist up: you may need to stand up during the interview, and don't want to be wearing pajama bottoms. In addition, make sure your clothing doesn't blend in with your background.
- Turn off all your apps prior to your interview. You don't want distracting noises during the interview.
- When the connection between you and the interviewer opens, look directly at the camera, not the screen, so that you're making good eye contact. Use positive body language. Smile and nod when appropriate. Keep your hands off your face. Speak in a conversational tone.
- Pause briefly—about three seconds—after each question before you respond so that you don't talk over the interviewer. Nod at the interviewer to show you've heard the question.
- Use your notes if you need them but remember that this is a conversation between you and the interviewer. Avoid looking down at your notes as much as possible.
- Once the interview is finished, thank the recruiter for the interview. Then, be sure the connection is closed before you do anything else.