



## VIDEO INTERVIEW TIPS

- **How you are dressed still matters!** Just because you are on video does not mean you should dress less professionally. Dress a notch above what you think the company dress code is. If it is collared shirts and dress slacks, throw a jacket on as well. Wear solid colors (stripes and patterns are too distracting on video). Accessories should be minimal.
- **Eliminate all distractions.** Close the door, shut-down all pop-ups, inform any others in the household that silence is appreciated. Turn off TV's and silence all gadgets. It is not "cute" when pets and children interrupt your interview.
- **Find a neutral background.** Clear any clutter. Messy kitchens, disorganized offices and unmade beds will project a lack of prep and professionalism on your part.
- **Sit in a small chair.** A low-back, small chair will keep you from slouching and will not dominate you like a large chair. You want the interviewer(s) to focus solely on you and the conversation.
- **Master your lighting.** So important! Practice in different areas and know exactly how the lighting makes you look. Avoid backlighting. Natural light is usually best, but if it is not possible, use table lamps (two preferably, one on either side of you). If you wear glasses, make sure there is no glare (usually means too much light or you are positioned wrong). If you are losing your hair, do not use an overhead light.
- **Prioritize your camera, not the screen.** If you need to rig a temporary solution with your laptop or desktop, then do it, just make certain it is steady, does not shake, and shows you from your best angle. There is nothing worse than *the dreaded, up-the-nose camera angle*. You can use a few books to elevate your device, so it is at eye level. Keep your eyes forward. You should look at the camera, not the interviewer(s), as much as possible during an interview. This takes some practice.
- **Test your gear.** Download any software necessary well in advance, and practice using it (with a friend or family member; get their feedback on your lighting as well). Test your audio and video during the practice and remember that your speaker controls are usually not the same as your microphone controls. Volume is important! People can usually forgive distorted video, but bad audio will tank your call. If you must incorporate earbuds, it is acceptable. The day of the interview test all gear again.
- **Confirm the time zone.** Double-check the time zone of the interview. Many organizations allow remote work and therefore participants may be in different zones. Also remember it is better to be a few minutes early than being even one minute late.
- **Documents and note taking.** Your resume, the job description, questions to ask the interviewer(s) and other cheat sheets should be printed out and near by in case you must refer to them. Also, keep a pad of paper and pen close by in case you need to make any notes.
- **Get in the proper mood & frame of mind.** Energy and enthusiasm are both important to interviewers. Get proper sleep the night before and be sure you eat prior to the interview; it is hard to focus on an empty stomach. And get in the mood to talk and engage!