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## Video interview tips for a successful interview

Video job interviews are an increasingly common part of the hiring process. These interviews can take several forms. It is a good idea to familiarise yourself with all the variables so you can be prepared.

### 1. Remote video interviews

Some video interviews may be in the employer’s office but in this case, you will be responsible for finding a quiet location with a good internet connection and a computer or laptop with a camera. You will need:

- An internet connection with decent bandwidth speed.
- A laptop or desktop computer with a camera. In some cases, a tablet or smartphone may also be an option but are not as reliable.
- Headphones with a built-in microphone or headphones and a separate microphone.
- A quiet, private and well-lit place where you will not be interrupted by other people, pets or noises. Position your camera so that you have a neutral background that is free from distractions. Avoid coffee shops and other communal spaces.

*If you do not have these resources already, you may want to consider the following:*

- Explore the resources available at the public library in your area. Some libraries have private rooms you can reserve and may be able to loan you the equipment you need.
- Ask friends if you can borrow equipment.
- Rent equipment.

### 2. What to wear for a video interview?

For your video interview, you should dress professionally—the same way you would for an in-person interview. Research the company culture before your interview so you have a good idea of what is appropriate.

To look your best on camera, avoid bright colours and patterns and opt for softer colours instead. If you are wearing a tie, wear a solid colour rather than a patterned one. If you wear glasses, adjust the lighting in the room to reduce glare from the lenses.

Position the camera so that you are looking up slightly and centred on the screen. While it is likely that the interviewer will only see your ‘upper half’, it is still a good idea to wear ‘bottom-half’ professional clothing in case you need to stand up for any reason.



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### 3. Video interview body language

Eye contact is very important during an in-person interview, and you want to convey that same level of connection during a video interview. Avoid the instinct to look directly at your interviewer on the screen while you're answering a question. Instead, when you speak, you want to direct your gaze at the camera. When you do this, your eyes are more likely to align with the interviewer's eyes on the other end. When you are listening, you can look back at the screen.

Throughout the interview, keep your mood upbeat and convey optimism with your body language. One way to achieve this is to have good posture. Sit in your chair with your back straight and your shoulders open. Feet can be planted on the floor and arms can rest in your lap or on the desk.

When you are listening, nod and smile when appropriate to communicate that you are giving them your full attention. Use hand gestures when it feels appropriate and keep your movements close to your body. Avoid fidgeting or letting your gaze drift away from the device.

### 4. Practice and technology set up

To get used to the technology and the body language of a video interview, it is useful to do some practice video calls with friends or family members or your recruitment consultant at Hunter Selection. Ask them to give you candid feedback about your appearance and eye contact. Run through it a few times until things start to feel natural.

This practice can make all the difference in your interviews. Set aside time in the days leading up to your interview—you will find your confidence growing as you become more comfortable in front of the camera.

On the day of your interview, review this checklist as you are setting up:

- Ensure that you will not be interrupted, either by locking the door or by alerting others that you cannot be disturbed (a note on the door of the room as well as the door to the outside may be helpful).
- Clear the desk space, except for a notepad and pen/pencil for you to take notes.
- Have a copy of your CV and any other notes ready for you to refer to.
- Set out a glass or bottle of water for yourself.
- Check that your camera is working.
- Check that your audio is working.
- Close any windows, tabs or applications on your computer that you are not using.
- Check your internet connection and make sure you are not downloading anything in the background.
- Set your phone to silent.



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- Check that the background behind you is neutral and free from clutter.
- Adjust the lights in the room. If things appear dark or dim, you may want to bring in an extra desk lamp to brighten the space.

## 5. If things go wrong

With technology, there is always a chance things could go wrong.

### If your video or audio stops working

Before the interview, ask the interviewer for a phone number where you can reach them if you experience technical difficulties. If the video cuts out, call them at that number. Ask if you can continue the interview by phone or if you can reschedule.

### If noise interrupts the conversation

If noises (sirens, construction, etc.) interrupt your video interview, apologise for the interruption and ask for a few moments until the noise has subsided. You may want to mute the microphone if the noise is severe.

### If someone enters the room unexpectedly

If family members, housemates or pets enter the room while you are interviewing, apologise to the interviewer, ask for a few moments, mute your microphone and turn off your camera, and then step away to deal with the interruption. Make sure that the room is secure before beginning the interview again.

As with any job interview, you should conclude by thanking the interviewer for their time and give your consultant a call to follow up.

Good Luck!