

## VIDEO INTERVIEWING TIPS

**Create a professional username/screen name** – Make it professional. The employer’s first impression of you on a computer is your Skype username or email address. Be sure to enter your first and last name if prompted.

**Test your tech** – Make sure your internet connection and video conferencing program are both working well prior to your interview. Troubleshoot audio and video prior to starting call and make sure camera cover is removed. Close any unnecessary web browser tabs and applications.

**Prepare your background** – Sit against a neutral background with light facing you. You will look more professional sitting at a desk or table with a neutral background behind you free from clutter.

**Position yourself correctly** – Sit farther back from your computer than you normally would so your face and shoulders are framed in the screen. Place the computer slightly higher than you normally would so you are not looking down at it (prop it up on some books).

**Dress appropriately** – Avoid bright colors and patterns and opt for softer colors instead.

**Be prepared** – Do your homework just as you would for any other interview -- rehearsing your responses to key interview questions, researching the company and preparing your own questions for the interviewer. Have paper, pen and copy of your resume ready.

**Plan for technical difficulties** – Ask the interviewer prior to the call for a phone number where you can reach them if you experience technical difficulties. If the video cuts out, call them at that number. If you have difficulties during the call, politely ask if you can mute yourself and turn video off while troubleshooting.

**Focus on looking into the camera, not your own image** -- Looking at yourself while you respond can be distracting, and don’t be afraid to break eye contact when considering what to say next.

**Be personable** – Make eye contact, smile often and generally engage with the interviewer to demonstrate your enthusiasm for the role. **SMILE!**

**Remove distractions** – Ensure you are fully engaged with the interviewer by removing all distractions and noises including your smartphone, pets, children, alarms, etc.

**Follow-up** – Send a follow-up email or handwritten note to your interviewer thanking them for their time, clarifying items from the call and recapping why you would be the best candidate for the position.