

VIDEO INTERVIEW GUIDE :
TIPS FOR A SUCCESSFUL
INTERVIEW



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Video job interviews are an increasingly common part of the hiring process. If you have one coming up, it's a good idea to familiarise yourself with all the variables so you can be fully prepared.

In this guide, we'll walk you through the types of video interviews and give you helpful tips on what you should wear, body language and eye contact etc.

Video Interview Tips

1. Practice video interviewing before you do the real thing!
Find out more about our [video interview course](#)
2. Find a quiet, private, well-lit place, free from possible interruptions.
3. Ensure your internet connection is stable.
4. Check that your webcam and microphone are working.
5. Dress professionally and avoid bright colours.
6. Close all other programmes down.
7. Have a pen, notepad and copy of your CV to hand.
8. When listening, nod and smile to show you are engaged.
9. Be aware of body language and use hand gestures when appropriate.
10. Place your phone on silent mode.

Video Interview Locations

Remote Video Interviews

Most video interviews take place outside of the employer's office. You will need to find a quiet location with a good internet connection and use a computer or laptop with a webcam. Specifically, you'll need:

- A strong internet connection.
- A laptop or desktop with a webcam. In some cases, a tablet or smartphone may be an option.
- A quiet, private and well-lit place where you won't be interrupted.
- To position your webcam so that you have a neutral background that's free from distractions.
- Avoid coffee shops and other communal spaces.

If you don't have these resources, consider the following:

- Ask friends if you can borrow equipment.
- Consider a public library, some have private rooms and may be able to lend you equipment.

Live Video Interviews

Some interviews will be live, meaning that you will join a video conference from a link that the employer shares with you, or you might receive a call via Skype, Google Hangouts or another video conference provider. Once connected, you'll be able to see and speak with an interviewer on the other end.

If you're using a personal Skype or Google account, make sure that you have a professional username and check your privacy settings.

Pre-recorded Video Interviews

An employer may use pre-recorded video interviews. Instead of being connected with a person, you'll be prompted to answer interview questions that have been pre-recorded or appear in writing on the screen.

You'll record your answer to each question and the employer will review the recording later. There is often a time limit for your answers, and you may be given more than one chance to record each answer.

The pre-recorded format can feel unnatural to some people. Try to imagine that you are having a live conversation. Your preparation for the interview will be especially useful in this setting—be sure you have your answers at the ready.

Whether your video interview is live or pre-recorded, make sure that you've closed other apps or windows on your computer that could interrupt the conversation or slow the internet connection. Set your phone to silent before you begin the conference.

What to Wear for a Video Interview

For your video interview, you should dress professionally—similarly to how you would for an in-person interview.

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.

Video Interview Body Language

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're listening, nod and smile when appropriate to communicate that you're 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.

Practice and Technical Set Up

To get used to the technology and the body language of a video interview, it's essential to do some practice video calls with friends, family members or [buy our video interview product](#). Ask for honest 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 your schedule in the weeks and days leading up to your interview—you'll find your confidence growing as you become more comfortable in front of the camera.

If Things Go Wrong

With technology, there's always a chance things could go wrong. Here are some backup plans to have ready just in case.

- **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, apologize 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're interviewing, apologize 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.

Final Thoughts

Even though it's a video interview and you're talking to a camera, it's still an interview.

Practice is key! Do a practice video interview and watch yourself back.

Research the types of questions people are asked during a video interview.

Nail That Interview Online Course

'Nail That Interview' is the online interview course that brings you interview success! It is for those who are seeking to become the best that they can be at job interviews.

It includes a video interview practice tool.

<https://graduatecoach.learnupon.com/store>