

VIDEO INTERVIEW GUIDANCE NOTES FOR CANDIDATES

How to make the most out of your video interviews...

1. Practice questions.

As with anything, practice makes perfect. Do some research on the kinds of questions you might get asked, download and set up whatever programme you will be interviewing on and take advantage of the opportunity to practice. This will not only help you get ready for the interview but will also allow you to get comfortable with the technology. Use the practice questions to work out any kinks, such as your background or what you are wearing.

2. Look at the camera, not the screen.

This isn't the time to be checking yourself out on the screen! Eye contact is as critical as in a face-to-face interview, and it adds a nice touch on a video interview as well. Pretend your webcam is the person interviewing you. Keep looking at the webcam as you would be looking at your interviewer.

3. Dress appropriately.

Be careful if you are considering dressing "business on top and casual on the bottom." We recommend dressing professionally from top to toe. If you shift in your seat, you don't want your pyjamas showing! Dress in light colours against a darker background or dark colours against a light background. Plan ahead so you look your best.

4. Take care to set up the recording environment.

Make sure your recording space is lighted appropriately and doesn't cast unwanted shadows on your face. Move a lamp or light source nearby and use the practice questions to adjust your lighting and make sure you can see yourself. As for the background, keep it conservative or plain. The interviewer wants to see you, not your room, so set yourself up so that the video will show you from the shoulder up.

5. Think about timing.

Time is of the essence. Be mindful of how long you take to respond to questions, whether in a two-way interview or a one-way interview.

6. Avoid interruptions.

You might have children, pets or housemates who create noise or disturbances. Plan around this in advance to minimise interruptions.

7. Calm your nerves.

Your peers are nervous too, so don't worry. Focus on speaking slowly, and smile. Those who can showcase their true personality while maintaining a level of professionalism are typically selected for another interview.

8. Don't let mistakes throw you off.

Employers know you are human. Don't be afraid to make a mistake. If you started off responding to a recruiter's question and would like to correct yourself, do so and re-state your answer. They will appreciate your honesty and willingness to admit your error.

9. Consider your strengths and weaknesses.

Just because it's a high-tech interview doesn't mean you won't encounter traditional questions. A common question is, "What are your strengths and weaknesses?" Don't get caught up in the technology. Prepare for a variety of interview questions.

10. Do your research.

Many interviews leave room for you to ask questions that they can address in the next interview. Don't get caught scrambling to think of what you might ask the employer. Prepare a couple of questions about something you can't research on your own.

Video interviews provide the opportunity to showcase your skills and talents from the comfort of your home. Smile, be confident, and prepare to ace your interview.