

Tips for Video Interviews

- **Be sure you have the correct phone number and email on your resume.**
- **Use a laptop or desktop with a camera, if possible.** If you use a mobile device, be sure to set it on something, so the camera remains still during the interview. Please don't hold it in your hand.
- **The camera should be at eye level.** You can use a stack of books or a box to elevate your device to approximately your eye level.
- **Look at the camera when you are speaking.** It is equivalent to looking at the interviewer in the eye. Look at the screen when the interviewer is speaking. It is ok to look away to take notes, but don't appear distracted or use another device.
- **Your face should be well lit.** If possible, you should face a window or other natural light source. A lamp can be placed behind or beside your camera to improve your lighting. Please be sure you do not have a bright light source at your back. When the camera compensates for this backlighting, your face will appear very dark.
- **Ensure you have a professional background behind you.** It should not be cluttered or show anything you wouldn't care for the interviewer to see as a first impression. If you use a bookcase, make sure it is clean and organized. You can also set a table and chair in front of a blank wall. In Zoom, you can add a virtual background. Be sure to make a professional choice.
- **Ensure you have good quality audio.** Invest in a headset or external mic if necessary.
- **Set an appropriate screen name in your application.** It is best if your screen name is your first and last name. A proper screen name helps the interviewer and shows your professionalism.
- **Choose a quiet location where you will have privacy.** Shut the door and let others know you are "on-air." If you are using an Internet-based application, ask others to limit their Internet and wi-fi usage while you are interviewing, so you have full bandwidth to prevent skips or dropped calls. Have your phone nearby in case there are problems the interviewer can call you, but ensure it is set to silent to avoid notification distractions.
- **Dress professional, so you feel professional** - even if it is a phone interview.
- **Be ready at least 5-10 minutes prior.** Get settled, take a few deep breaths, and picture yourself succeeding as their best interview of the day.
- **Smile and answer the call.**
- **PRACTICE!** Set up your environment and get dressed as you would during the interview. Then, call a friend and ask for a critique. Ask the friend to take a screenshot and send it to you so you can critique yourself. Ask if your friend can hear your audio and ensure their sound is clear.