Creating a 1-Minute Bio Video

Introduction

Creating a 1-minute bio video can be an effective way to introduce yourself and your role. This guide will walk you through the process of creating a short video that includes your name, job title, department, a brief description of your role, and 1-2 fun facts about yourself.
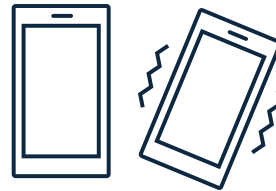
Additionally, we'll cover how to record an audio file if you prefer not to create a video. Make sure to include an image with the audio file and save it under B:\Internal Groups\Staff Notes\Intro videos on the B drive server.

Prerequisites

1. Android, iPhone, or a computer with a built-in webcam.

2. Access to Company's server and the bio video folder.

Step 1: Script Preparation

Before you start recording, prepare a script that outlines what you want to say in your 1-minute bio video. Include the following:

1. Your full name.

2. Your job title.

3. Your department.

4. A short description of your role.

5. 1-2 fun facts about yourself.

Step 2: Recording a Video

Using an Android or iPhone:

1 Open your device's camera app.

2 Switch to the front-facing camera (selfie mode).

3 Position your device horizontally for better video quality.

4 Find a quiet, well-lit location to record.

5 Start recording and read your script naturally.

6 Once finished, stop the recording.

Using a Computer Webcam:

1 Open your preferred video recording software (e.g., Zoom, Microsoft Teams, or a video editing software).

2 Select the webcam as your video source.

3 Position your computer in a stable location.

4 Start recording and read your script naturally.

5 Stop the recording when you're done.

Step 3: Recording an Audio File

If you prefer not to create a video and want to record audio instead:

1 Use a voice recording app on your Android or iPhone.

2 Find a quiet location and start recording your script.

3 Save the audio file with an appropriate name.

Including an Image (ONLY include an image if you are submitting an audio file)
Capture or choose an image that you'd like to accompany your bio. This could be a professional headshot or a relevant picture.

Step 4: Naming Convention

Use a consistent naming convention for your files, such as "FirstName_LastName_BioVideo.mp4" for the video file and "FirstName_LastName_BioAudio.mp3" for the audio file.

Step 5: Uploading to the Bio Video

1. Access the company's server and locate the bio video folder in the B drive: B:\Internal Groups\Staff Notes\Intro videos

2. Place your video file or audio file and the chosen image in your folder.

3. Contact April at scales@xyz123.org and inform of your completing or updating your bio video/audio

Conclusion

Creating a 1-minute bio video or audio file is an excellent way to introduce yourself at GENERIC. Remember that bios should be updated whenever you switch departments or roles within the organization. Follow these steps to record your bio, include an image (ONLY if creating an audio), and upload the files to the B drive on the company's server. Your contribution will help foster better connections and understanding among colleagues, ensuring that everyone stays informed about your current position and responsibilities.