Tips for Video Interview

You Will Succeed!

1. Test Your Technology

Your technology is the channel that will connect you to the interviewer, so testing it improves your chances of having a great conversation. Making sure everything works before the interview allows you to feel less anxious about the process, which will help you focus on the interview!

Before the interview, do a **technical trial run** to make sure your equipment is working correctly. Check that your computer's **camera, microphone** and **internet connection** are working.

If possible, do a trial run with a friend or family member so you have ample time to adjust if any of your equipment or software is malfunctioning.

And make sure your equipment is **fully charged** on the day of the interview and avoid, as much as possible, using a smartphone for video interviews.

2. Dress Professionally

Just because you aren't in an office setting doesn't mean you shouldn't look professional: **Dress as you would for an in-person face-to-face interview**. Doing so you will also make you feel more confident. Avoid wearing bright and flashy colors.

3. Delete the Distractions

Choose a location that is free from the distractions of children, roommates or pets. That means a **private, tidy, quiet room with a neutral background**. Your interview will take place via Microsoft Team Software and you have the possibility to blur your background by clicking the three dots in the bottom toolbar. Depending on whether your camera is already on there should be a "blur background" or "start camera with blurred background" option. Click this and your background will be blurred.

Set up lighting that is bright but not glaring, illuminating your face from the front. Natural light is best.

As a summary, avoid anything in the background that could distract from you speaking: We want the focus being on you.

4. Be Well Prepared and Authentic

Log in five or ten minutes early so you can be calm and centered when the video interview begins. Print out your resume and have it nearby, along with the job description and any speaking points you want to hit or notes you have taken about the company or position.

And **think about what might be asked in advance**. You want to spend your time answering the questions, not thinking them through.

5. Maintain Good Eye Contact and Body Language

It is easier for your eyes to wander when the person you're talking to isn't in the room. Maintain "eye contact" by **looking directly into the camera** instead of at the screen or at your own photo. Make sure your face is centered and try not to move around. Keep a good posture, sitting with your back straight, feet on the ground and arms resting in your lap or on the desk.

6. Project and Pause When Speaking

Project your voice. Check your **volume controls** and **speak clearly** so the microphone picks up your voice and the interviewer doesn't have to strain to hear you. And remember that digital connections can sometimes be delayed. To avoid talking over the interviewer or having your first few words cut out, let the interviewer finish the question and then pause for a few seconds before delivering your answer.

You are now ready. We wish you a successful Interview!
Your SIX Talent Acquisition Team