



COLLEGE CAREER CENTER CONSORTIUM

How to Prepare for a Video Interview

1. **Test your connection.**

Test your connection for Skype, Zoom, Google Hangout, or whatever interview platform you are specifically using. Be prepared to use the technology your interviewer prefers. Internet connectivity varies based on what you're using and is also influenced by what else you have running (if there are others in your household, and everyone is streaming HD movies on Netflix, you get the idea). Do a test run to see how fast/ slow your connection is and to see if you will have any problems with video.

2. **Test your webcam and display placements.**

Depending on where your webcam is and where your display is, you may have to toggle between the two frequently during the video interview. Ideally they are close enough such that, as you're looking at your display (therefore looking at your conversation partner and reading their non-verbal cues) you are still looking directly at your webcam so they feel like you are looking at them. Again, test with a friendly person so you can determine what they're seeing.

3. **Test your audio.**

Make sure that your mic resonates clearly to the other person and that your speakers make the other person understandable to you. You may need to use headphones to ensure that there isn't an echo. Audio quality is more important than appearance here, so check the audio in advance to be sure.

4. **Have a professional background visible.**

Make sure you have a professional background visible during the video interview. You don't want the background to detract from what you say during an interview. Make sure that no pets have access to the interview space while you are interviewing. This can be very distracting!!

5. **Dress professionally from the waist up.**

Make sure you have professional dress from the waist up. You will probably just have your face to the shoulders visible in a video interview but the webcam may capture more of what you're wearing. You could probably wear jeans and no one will know. However, some people act casual when they dress casual, so you may want to dress up anyway to give your body the signal that yes, this is an interview.

6. **Smile, make eye contact, and speak clearly.**

Video deadens your energy so a video interview still won't replicate a live meeting. You have to proactively make sure that you smile, make eye contact, and speak clearly and enthusiastically. Don't fidget or make a lot of movement – if the connection is slow, you'll appear fuzzy and out of focus. This is distracting to the other person and appears unprofessional, even though it's the technology, not you.

7. **Use Post-Its or index cards to remind yourself of these tips.**

If you need helpful reminders of all these video-specific tips (e.g., look at the webcam! Smile! Speak clearly!) or if you need talking points for your interview, put post-its or tape index cards to your computer monitor or the wall behind your monitor to remind you. This way, you see these hints in real time as you're interviewing.

8. **Practice answering questions and using STAR stories.**

Remember that, beyond the technology, a video interview is still an interview. Make sure you are prepared to answer any type of question.