

## **My Interview, My Career: How to Prepare for Video Interviews**

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*This is the second of a three-part series designed to assist you in the process of preparing for interviews. Part I discussed [how to prepare for interviews](#).*

Video interviews are becoming an increasingly popular way to enhance the recruiting process – often expediting the interview process with more flexible scheduling options to help manage scheduling conflicts while keeping travel costs low for everyone.

If you are invited to participate in a video interview with Sodexo, don't be intimidated! Even the most technologically-savvy candidate might be anxious about interviewing online. Here are a few tips to help you prepare for a video interview:

- Plan for your video interview just as you would an in-person interview. This means planning in advance to ensure that you are on time [and prepared](#).
- Check your computer system requirements, including your speakers and webcam. When a confirmation is sent for the meeting, a link to scan your computer for applicable software is usually included. You should click this link as soon as you receive it to allow enough time to ensure that your computer is ready.
- Pay attention to your environment. Choose a room that is quiet and well lit. Remember that the microphone on a computer can pick up background noise, so eliminate all background noises from radios, traffic sounds from open windows, pets, others who may be nearby, etc.
- Make sure the area where you'll conduct the interview is neat and clean. Don't give the interviewer any reason to be distracted by inappropriate wall hangings, clutter, pets or other items visible on your webcam. Also make sure to set up your computer/webcam in a place with good lighting so that you can be seen during the call.
- Arrive/log in early to your meeting just as you would an in-person meeting.
- Dress professionally! Don't assume professional dress isn't required. Dress as you would for an in-person meeting.
- Be aware of any movements/habits that could be picked up by the microphone or webcam. Don't tap your fingers or shuffle papers excessively. Don't type on your computer or participate in other online activities during your interview.
- Look at your computer/webcam to make eye contact with participants on the other end.

Most importantly, consider any invitation to interview, in person or via video, an opportunity to showcase your talent and value. A successful video interview can be the start of a bright future!