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Preparing for a Video Job Interview

Preparing for a video job interview is similar to preparing for an in-person interview, but there are some additional considerations due to the virtual format.

Here's a guide to help you get ready:

- **Test Your Technology** Check your internet connection, camera & microphone beforehand. Be clear on which video conferencing platform that's being used (Zoom, Microsoft Teams, Ring Central)
- **Choose the Right Location** Find a quiet, well-lit and clutter free space for the interview. Ensure a neutral background that won't distract the interviewer
- **Set Up Your Camera** Position your camera at eye level. Make sure your face is well-framed in the video window
- **Dress Professionally** Dress as you would for a face-to-face interview
- **Practice Your Set-Up** Do a trial run with a family member or friend to ensure everything looks and sounds good on camera
- **Eliminate Distractions** Turn off notifications on your computer & phone
- **Keep Resume Handy** Keep a printed copy of your resume handy and any notes to avoid reading directly from them
- **Practice Responses** Rehearse your answers to common questions such as Tell me about yourself, Why are you looking? Why did you leave your last job? What are you looking for?
- **Use Visual Cues** Use gestures and facial expressions to convey enthusiasm and engagement
- **Speak Clearly** Speak at a moderate pace and enunciate your words clearly
- **Prepare Your Questions** Have a list of thoughtful questions ready for the interviewer about the role, team, and company. Have pen and paper ready for notetaking
- **Body Language** Maintain good posture & avoid fidgeting. Sit up straight and look engaged throughout the interview
- **Follow-Up Promptly** Send a thank you email after the interview just as you would for an in-person interview
- **Contact Your Recruiter** Call your recruiter and we will discuss what you liked, what questions you still have, what questions you perceive they have about you, and your interesting next steps. By taking these steps, you'll be well-prepared to excel in your video job interview and make a positive impression on your potential employer.