

Video Interviewing: A Checklist to Help You Prepare

Background:

1. Find a clean, simple background away from noisy neighbors or roommates. Dorm rooms are okay, just be sure to avoid any pop culture/inappropriate décor if you cannot reserve a campus room.
2. Avoid being in front of a window to minimize outside distractions and bad lighting.

Technology:

1. Test out the software you will be using first (Google Hangouts, Skype, etc.) If you don't have access to the software, be sure at least your camera and microphone are working.
2. Ensure adequate Wi-Fi connection. Hardwiring your laptop can help to alleviate any concerns about spotty Wi-Fi.
3. Position your camera so that the interviewer will be able to see from your torso up and that the camera is eye level. This may require you to put your laptop on a stack of books.
4. Silence all notifications on both your phone and laptop.

Dress & Appearance

1. Wear professional clothing on both top and bottom – you never know when you may have to stand up so avoid jeans, sweatpants, etc.
2. Avoid playing with necklaces, ties, earrings, etc. as these can be extremely distracting.

Monitor Time

1. Be aware of how much time you have. Some companies may give you as little as two minutes to complete an answer so you don't want to be cut-off early.
2. Record yourself answering a few questions beforehand to better gauge the amount of time you would be talking.

Practice

1. Take time beforehand to practice using the technology and being on camera. Record yourself and watch the videos back or have a friend be a fake recruiter on the other side of the screen.
2. Prepare like any other in-person interview.

Follow-Up

1. Send a thank you to the recruiter/whoever your contact has been thus far just like a typical interview.

Mess Ups & Troubleshooting

2. It's okay to mess up – if you do be sure to acknowledge it and move on.

3. If you have technology issues, let your recruiter know and most will be willing to work with you to try again.

Background:

- ___ Clean, simple background
- ___ Good lighting and away from windows

Technology:

- ___ Software test
- ___ Ensure adequate Wi-Fi connection.
- ___ Camera Position
- ___ Silence notifications
- ___ Understand Format

Dress & Appearance

- ___ Wear professional clothing
- ___ Avoid playing with accessories
- ___ Prepare simple cheat sheet

Monitor Time

- ___ Be aware of time
- ___ Practice recording question prior to starting

Practice

- ___ Practice using relevant technology
- ___ Prepare like any other in-person interview.

Follow-Up

- ___ Thank you note

Last Tips:

It's okay to mess up – if you do be sure to acknowledge it and move on.

If you have technology issues, let your recruiter know and most will be willing to work with you to try again.