

# VIDEO INTERVIEWING GUIDE



*Video Interviews are becoming an increasingly utilized resource for companies to interview potential candidates. Video Interviews allow both the company and their candidates to cut down on costs and time for both the company and their candidates. This guide has been designed to walk you through things to consider when preparing and conducting a video interview.*

## Content is #1

Time and again recruiters note that the content of your answers in any video interview are of utmost importance. Often recruiters will be focusing on listening to your answers and taking notes more than anything else. Generally speaking, you will want to ensure that the environment you interview in does not detract from the content of your answers. The environment you interview in is still important, but keep in mind that content is king throughout the video interviewing process!

## Types of Video Interviews

Video interviews can take place using a couple different methods. Some companies will use one or the other, while others use a combination of both.

### Live Video

Live video interviews are conducted using a variety of platforms such as Skype, Facetime, Google Hangouts, etc. These video interviews should be looked at very similarly to a normal in-person interview, as the only difference is that it is done over a video screen.

### Pre-Recorded

Pre-Recorded interviews are typically used as a first-round/ screening interview. You will be emailed a link to a third-party provider (HireVue, Yello, etc.) to log-on and record yourself answering a series of questions. Once you receive the email, you are typically given a window of time ranging anywhere from 48 hours to a week to set up and complete the interview. If the company does not utilize a third-party provider then they may request for you to record your answer to a series of questions they send you and have you send your videos back to them.



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## Important Things to Consider

These are a list of the top things to consider/common video interviewing mistakes when students are conducting video interviews.

### Background

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When choosing a place to conduct your video interview (both live and pre-recorded), it is important to choose a place free of clutter and distractions with adequate lighting. This does not need to be a completely blank wall, but should not be in front of any inappropriate posters, clutter, an unmade bed, pile of dirty clothes, etc. Also, avoid being by a window due to distractions and bad lighting. If you are doing this in your own home, be sure to let your roommates know in advance.

We recommend utilizing one of the on-campus rooms to minimize these kinds of distractions.

### Room Resources:

- Mason Hall
- Office of Career Management – call in advance to reserve available space (614) 292-6024  
*Availability will be dependent on recruiter usage for on-campus interviews.*
- Library

### Camera Angle

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When setting up your camera it is important for it be set-up so the interviewer is able to see from your torso up. This ensures you are not too close or too far from the camera. Throughout the live interview, it is okay to focus on the video of your interviewer on your screen, however try to avoid watching yourself on the corner of the screen.

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## Materials & Setting

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Just like an in-person interview, it is important to be genuine in your video interviews as well. This means that written out responses and notes should be kept to a minimum to minimize the risk of your answers coming across as robotic. Companies are looking for humans – not robots! It can also be beneficial to use a pair of headphones with a mic to help eliminate background noise or feedback. These headphones should not be distracting – for example you will want to avoid large, over-ear headphone and microphone sets. All notifications should be silenced on your phone and your computer.

## Dress & Appearance

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Your dress and appearance should be the same as if you were in an in-person interview, unless you were specifically told by the company to be more casual. Be sure to dress professional on both top and bottom as you never know if you will need to get up from your computer for any reason (avoid the embarrassment and wear dress pants!) Make sure to avoid playing with any necklaces, earrings, ties, etc. throughout the interview to avoid those distractions also. You should be sitting up straight without crossing your arms.

## Monitoring Time

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The timing of a live interview will be very similar to that of an in-person interview. However, timing for a pre-recorded interview may be more daunting. Typically, companies will display their question on the screen, give you 30-60 seconds to read it, and then give you approximately 3-5 minutes to answer the question. It is important to remember that you do not need to take up the full amount of time that is allotted to you. Also, be sure to keep an eye on your time so that you are able to adequately wrap up the end of your answer before time runs out!

Overall, be sure to give yourself enough time to adequately complete the pre-recorded interview. You do not want to feel rushed or pressured to get it done if you waited until the last minute.

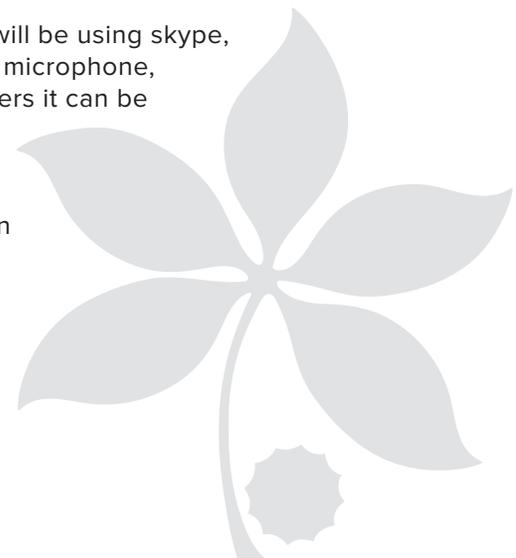
## Practice

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Practice is critical to any kind of interview – phone, video, in-person – ALL OF THEM! It is important for you to prepare and practice beforehand, but remember to not become too rehearsed. Be sure you are not writing out your answers, but keeping your notes short and bulleted. Practicing telling your stories and answers a time or two will also allow you to get a feel for how much time an answer may take up during an actual videotaped segment.

With video interviews it is also important to practice the technology. If you will be using skype, google hangout, etc. you should test it out with a friend first to ensure your microphone, camera, and speakers are working properly. If you are recording your answers it can be helpful to record yourself answering a few practice questions so you can watch yourself and catch any areas for improvement.

If you want help preparing the content of your answers, don't forget you can schedule an "Interview Preparation" appointment with the Office of Career Management through "Handshake".



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## Follow-Up

Be sure to follow-up with a video interview through email. This can be done to the recruiter/whoever your point of contact has been thus far. Your follow-up should let them know you have completed your video interview and express your gratitude for allowing you to have this opportunity. Also, be sure to express your continued interest with the position and excitement to hear back.

## Mess-Ups & Troubleshooting

It is okay to mess up sometimes, but the important part is going to be how you handle it. Companies are looking to see that you are able to handle any mess up while keeping a calm composure, acknowledging it, and being able to move on from it. This could include blanking out on your answer, accidentally hitting submit on your video too early, etc. You also may run into technology issues on either your end or the company's end. Sometimes this may lead to it turning into a phone interview or you having to use the video on a roommate's laptop. If necessary, you may need to use the video on your phone in "selfie-mode", which should be last resort if no other technology is available.

## Other Advice from Recruiters

- If you are given more than one attempt at the video, don't feel like you need to use them all. The video is not expected to be perfect, just save that last attempt in case there was a large mistake.
- It is okay to sneeze, cough, etc. just acknowledge it and move on with your answer. There is no need to restart – you're human and we are too!
- If you need to have notes in front of you, be sure to acknowledge that you have them instead of pretending they aren't there. An example of this is to say at the beginning of the interview "I have my resume in front of me, which I will be referencing throughout the interview."
- It takes time for us to review these videos on our end, so you may not get a response back as soon as you may think.
- Be yourself, we want to get to know who you are!
- Students needing disability accommodations are encouraged to reach out to the recruiter before their video interview to let them know.

