

Video interviews are an increasingly common part of the hiring process. The content of a video interview can be similar to other formats of interviews (e.g., in-person, phone interviews, etc.), so be sure to refer to the [SEAS Interviewing Guide](#) as well.

PROFESSIONAL ATTIRE TIPS

Dressing appropriately for the interview shows that you are taking the opportunity seriously. For your video interview you should dress the same way you would for an in-person interview.

- Research company culture before your interview so you have an idea of what is considered to be appropriate.
- To present the best on camera, avoid wearing bright colors and patterns during the interview and wear neutral colors instead.
- If you need to wear glasses, make sure to adjust the lighting in the room to minimize any glare from the lenses.
- Even though it is likely that the interviewer will only see your upper half, it is still important to wear professional pants or a skirt in case you need to stand up for any reason.

DURING THE INTERVIEW

Body Language

- Avoid the instinct to look directly at your interviewer on the screen when you are answering a question. Instead, when you speak, try to direct your gaze at the webcam to establish a connection. When you do this, your eyes are more likely to connect with the interviewer's eyes on the other end. While you are listening, you can look back at your screen.
- Throughout the interview, convey engagement with your body language. A way to achieve this is to have good posture. Try to sit with your back straight and your shoulders open.
- When you are listening, nod and smile when appropriate to communicate that you are offering your full attention.
- Use hand gestures when appropriate and keep your motions close to your body. Avoid fidgeting and looking away from your screen.

Be Engaged

- Listen to the interviewer. Make sure that you answer the actual question being asked and have confidence in your answer.
- Don't be afraid of a little silence during the interview – take the time that you need to provide thoughtful responses.

Ask Questions

- Ask questions so the interview feels more like a conversation and so you can demonstrate your interest.

VIDEO INTERVIEW CHECKLIST

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| <ul style="list-style-type: none">✓ Find a quiet, private, well-lit place, free from possible interruptions.✓ Check that your computer's audio is working.✓ Have a pen, notepad and copy of your resume.✓ When listening, nod and smile to show you are engaged.✓ Adjust the lights in the room. If things appear dark or dim, you may want to bring in extra light to brighten the space. | <ul style="list-style-type: none">✓ Ensure your Internet connection is stable.✓ Test your computer's webcam beforehand.✓ Use hand gestures when appropriate.✓ Place your phone on silent mode to minimize distractions.✓ Check that the background behind you is neutral and free from clutter.✓ Dress professionally and avoid bright colors.✓ Close unnecessary tabs and applications. |
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IF THINGS DON'T GO AS PLANNED

When using technology, there is always a chance that things could go wrong. Review these backup plans to be more prepared just in case.

If your video or audio stops working...

- Before the interview, ask the interviewer for a phone number to reach them if you experience technical difficulties. If the video cuts off, call them using that number. Ask if you can continue via phone or reschedule.

If noise interrupts the interview...

- If noises interrupt your video interview, apologize for the disruption and ask for a few moments until the noise has subsided. You might want to mute your microphone if the noise is severe.

If someone enters the room unexpectedly...

- If people or pets enter the room when you are interviewing, apologize to the interviewer and ask for a few moments. Be sure to mute your microphone, turn off your camera, and step away to handle the interruption. Make sure the room is interruption free before starting the interview again.

GENERAL TIPS

Before the Interview	After the Interview
<ul style="list-style-type: none">• Research the organization and person(s) interviewing you to be prepared with relevant points of discussion.• Review your resume and cover letter – the interview may be weeks after you submitted the application.• Practice technology and body language through using video calls with people you know.	<ul style="list-style-type: none">• Ask about next steps. Will there be any follow up interviews? What's the timeline for a final decision?• Write down notes about what was discussed – such as questions and things you want to work on.• Within 24 hours of the interview send a brief thank you note via email that reaffirms your interest in the job.