

TIPS FOR EFFECTIVE VIDEO INTERVIEWING

Many employers are using conference software to interview candidates remotely. While you need to prepare in a similar way to an on-site interview, there are some additional things to consider.

Here are 10 tips to present your best professional image on camera:

1. Prepare, prepare, prepare. This is an interview first and foremost. Review all the interview tips provided here: <https://coopsandcareers.wit.edu/resources/interview-prep/>
2. Dress professionally, top to bottom. It is important to be in a professional mindset when you interview. Minimize jewelry, wear conservative patterns and solids, and select a neutral color tone. You want the focus of the interview to be on your words and your projected professional appearance.
3. Do a technology check before the interview. Check your internet connection, webcam and microphone. Download any necessary software and become comfortable with it prior to the start of the interview. Make sure your laptop is charged or plug it in.
4. Select a location with limited distractions: find a minimally decorated area in front of which you can sit. Also, examine the lighting: ensure your image is clear, void of glare from lights and that there is not too much shadow cast.
5. Have a copy of your resume, the job description, and a list of questions to ask the employer in front of you, along with a pen, notepad and a glass of water.
6. If at home, inform others that you live with that you have an interview and ask not to be disturbed. Close windows to keep outside noise at a minimum.
7. Put your phone on silent mode.
8. Focus all your attention on the interview. On your computer, only have the video conferencing software window open.
9. At the start of the interview, ask for the interviewer's direct phone number should a glitch occur. Keeping calm in the face of a malfunction and having a back-up plan shows the interviewer that you are prepared with an alternative way of communicating.
10. While on camera, smile and look straight into the computer camera, not the image on the screen in front of you, so your eye is centered on the interviewer's screen. Occasionally nod and smile to show the interviewer you are actively engaged.

Lights, camera, action: this is your time to shine! For more tips, watch this video: "How to Look Good in Skype Interviews"- <https://youtu.be/rQwanxQmFnc>

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