TIPS TO PREAPRE FOR A VIDEO INTERVIEW

Best Tip: Practice with someone to become comfortable with the process.

Background/Staging

- Pay attention to the background, what will be seen around and behind you. Get rid of clutter – it affects "your presentation." Make sure there is nothing in the background you don't want anyone to see including personal pictures, etc.
- Conduct the test in the same location you plan to conduct the video interview.
- Adjust lighting to highlight your face. Do not let light wash out your facial features.
- Have back-up equipment nearby (extra laptop, phones, cables).

Clothing

- Dress in professional, conservative, non-fussy clothing as though you were going to be with the committee in person. Wear a jacket.
- Wear a solid/bold color. Stay away from dark colors.
- Stay away from prints (e.g. herringbone) which, depending upon the design, lighting and camera pixels, can make your outfit "vibrate" on screen.
- Dress knowing that the committee will see you "closer up" than you will see them.

Eye Contact/Body Language/Clear Communications

- Be sure to look at the camera not at the image of the committee on the screen; otherwise you do not appear to be "looking them in the eye" or will appear nervous.
- It is hard to read committee body language without typical in-person conversation cues, so watch the time and limit each answer to 3-4 minutes. Be attuned to a timer.
- Be attentive to your body language -- leaning back in your chair is a no-no; lean forward to convey interest in the position and the committee. Don't rock back and forth.
- Place support things out of camera range (glass of water, a timer, notes, notepad, pen, list of committee members) so your eyes go to the side and not up/down to these items.
- Don't be afraid to ask to have questions repeated, either because the question was long and complex or because of audio problems. Jot notes on complex questions.

Sound Amplification and Noise Control

- Microphones magnify noises and can be distracting to the committee. Avoid ruffling papers and jangling jewelry. In the same vein, speak up clearly and enunciate your words.
- Place a "do not disturb/do not enter" sign on the door of your space. Turn off running programs (like your email) to eliminate beeps when new emails arrive.

- Silence all other technology EXCEPT if there should be technical issues, turn your phone back on to receive a call from your Greenwood/Asher consultant for troubleshooting.
- Ask family and colleagues to be quiet during the interview. If a family member or colleague is your resident IT expert, have that person close-at-hand but out-of-sight during the call.
- Be prepared to switch to a landline or cell speaker phone for the audio portion since audio with Skype/Zoom is not always great. If you do use this option, mute your computer microphone to eliminate conflicting noise.

MOST IMPORTANTLY --- RELAX.

Useful websites about preparing for video interviews:

- Rocking the Phone/Skype Interview by "The Professor Is In" (for graduate students pursuing academic placements, but full of useful tips for video interviews in the academic culture) http://theprofessorisin.com/2011/10/31/thephoneorskypeinterview/
- How to Ace a Job Interview on Skype from Time Magazine http://content.time.com/time/video/player/0,32068,46937715001_1933401,00.html
- 7 Tips to Nail a Skype interview by Forbes Magazine http://www.forbes.com/sites/learnvest/2013/04/09/7-tips-to-nail-a-skype-interview/
- How to Handle a Job Interview over Skype by Wall Street Journal http://live.wsj.com/video/how-to-handle-a-job-interview-over-skype/46076C01-E1F3-404C-BA0F-FACB07C685CC.html#!46076C01-E1F3-404C-BA0F-FACB07C685CC
- ACE your Skype Job Interview: 14 Smart Tips from CBS News http://www.cbsnews.com/news/ace-your-skype-job-interview-14-smart-tips/
- Looking for Your New Job? Here Are the Definitive Top Five Skype Interview Tips from Skype http://blogs.skype.com/2013/02/07/looking-for-your-next-job-here-are-thedefinitive-top-five-skype-interview-tips/
- 7 Deadly Skype Interview Sins from The Huffington Post http://www.huffingtonpost.com/ming-chen/7-deadly-skype-interview-_b_1274107.html