



# PREPARING FOR A VIDEO INTERVIEW

**Employers are increasingly relying on video format interviews, be it due to Covid-19 or remote working arrangements. This format adds extra dimensions and can either be a challenge or an opportunity, depending on how you go about it.**

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## CONTROL YOUR ENVIRONMENT

One added advantage of having a video interview rather than a face to face is that you can control the set up and ensure you are comfortable and ready to make a good impression.

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## USE THE RIGHT TOOLS

Use a laptop or desktop computer for your video interview so you won't have to hold a device and risk your arm lagging half-way through. Be sure to turn off notifications in your sound settings and close other applications. Sit upright in a high-back chair (rather than on the sofa or a stool) as this will prevent you from slouching. First impressions count, even over video.

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## ENSURE YOU WON'T BE DISTURBED

Put your phone on silent and lock the door if you can. Advise any family or flat mates that you'll be on a work call. If possible, position yourself with the door in front of you so that you can tackle any interruptions without disrupting your interview.

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## BE WELL PRESENTED

Dress appropriately, as you would for a face to face interview. You should also ensure you have good lighting so there is a clear picture.

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## THINK BIG PICTURE

Check your appearance in the camera you'll be using in advance of the interview. You want there to be some space above your head and for the picture to crop just below your shoulders; sitting too close or too far can be distracting. What can you see in the background? Ensure it is uncluttered and anything in shot is appropriate.

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## GET CONNECTED

Test the technology you will be using, whether it is Skype or something new. This will help you to ensure your WiFi connection is strong enough. Disconnect other devices from your WiFi if it is struggling.

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## USE IT TO YOUR ADVANTAGE

Have your CV printed in front of you, a note book, pen and a glass of water. Put your phone on silent and out of reach. Take advantage of the video call arrangement and prepare some examples of past successes or previous experience that will be useful. You can tape this to a wall behind your screen, have it printed next to you or open in a window on screen.

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## ARRIVE EARLY

Just as you would for a face to face interview. Be ready and logged on 10mins in advance. This will give you time to get into the right headspace and avoid any last minute system updates or tech issues on your computer.

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## THINK ABOUT YOUR BODY LANGUAGE

Sit with an open posture, look at the camera (therefore looking into the eyes of the interviewer) and using hand gestures appropriately. You can't always see yourself clearly in video applications so it's easy to forget how you come across.

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## TECHNOLOGY CAN FAIL

Video quality might not be as expected, attendants could drop out of the call; there are lots of things that can go wrong, and often do. If the technology fails you keep calm and if it becomes clear that it's not possible to continue, offer a suitable time to re-arrange.

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## MAKE A GRACEFUL EXIT

The interview will only finish once all parties have left the conference. Make sure the conference has finished before letting your 'game face' drop. Once you have thanked them for their time and said your goodbyes leave the call and close the application.

**FOR FURTHER INTERVIEW ADVICE AND PREPARATION  
PLEASE SPEAK TO YOUR CONSULTANT AT SENTINEL.**