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If you are currently looking for a new job it's likely you'll be asked to participate in a video interview. Since the start of the pandemic video has become the de facto interviewing method, and it is not going to go away once we return to more traditional workspaces. However, not everyone is comfortable on camera and to ensure your suitability as a candidate comes through in your next video interview, you need to prepare for a different set of conditions than in person meetings.

To help you shine, we share the following 10 tips for a successful video job interview:

### **1. Prepare everything in good time**

First and foremost, think about where you are going to have your video interview. A home office is ideal, but if you do not have a separate home office, your bedroom, dining room or kitchen could make appropriate settings, provided the frame behind you is uncluttered and distraction-free. While most people are more 'accommodating' of real life working from home environments it's still best to convey a professional setting. Do also let others in your house know ahead of time that you have an interview and if possible close the door to minimise any external noise.

### **2. Create a professional profile**

There are many different platforms that your interviewer could use for the job interview – Zoom and Teams tend to be the most popular. Once you know what platform will be used, download the necessary app and, if required, set up your profile. In most cases, the first thing that your interviewer will see is your profile photo and username, so ensure both are suitable and depict you in a professional light.

### **3. Do a trial run**

Check your sound and picture quality by making practice calls to a friend or family member the day before your interview. Your interviewer will likely have a busy schedule and you won't make a good impression if you need to adjust your equipment during the interview.

This is also a good opportunity to run through possible interview questions and answers and receive feedback from a trusted friend or family member. If you can't find a friend to help with a 'dry run' try recording yourself on video giving answers to sample interview questions. While not as 'real' as an interactive format it will help show how you come across on video and highlight alterations you may want to make for the actual interview.

#### **4. Look into the webcam**

It's important to take the time to become comfortable looking directly into the webcam. Avoid the temptation of looking at your own image on the screen and instead look into the camera so that you maintain eye contact with your interviewer. If you use more than one monitor be sure to always focus on the one with the camera and if you are using a tablet or phone invest in a stand as it's inevitable your device will move at some point during the course of the meeting.

#### **5. Keep notes off screen**

It is perfectly acceptable to refer briefly to notes but keep them out of shot. They should also be brief and used only as springboards or prompts. Do not be tempted to read from them word for word, but instead hold eye contact with your interviewer and speak freely.

#### **6. Join the interview early**

Just as you would turn up early to a physical interview, have everything in place at least 10 minutes before your video interview is due to commence. Technical glitches so often happen at the wrong time so make sure you have time to address any problems. Generally, the meeting organiser will need to admit you to the session so rather than keep them waiting, which can come across as unprofessional, try to click into the meeting a couple of minutes before the allocated start time.

#### **7. Dress for the job you want**

While you may be sitting in the comfort of your own home, you should still dress for the session as you would for an in-person interview. Not only will this make you look the part, it will help you get in the right mindset for a formal conversation.

#### **8. Project confidence down the lens**

While always important, communicating confidently is even more of a decisive factor in video interviews than it is during regular in-person interviews. Without being able to use your body language to show the interviewer you are listening, interested and enthusiastic, they might have difficulty reading you. Leave them in no doubt of your interest in the role by asking questions and communicating confidently throughout the interview.

#### **9. Keep calm throughout**

Do not panic if your signal breaks up or you lose connection. The most important thing is to stay calm. How you react when things don't go as planned can reveal a lot about how you cope under pressure, and a potential employer will be looking out for this.

If your technology fails, restart the call. Ideally ensure you have an email address or phone number for the interviewer so that you can send them a quick update to advise of any technical issues. These things do happen so try to remain composed and ready to pick up the interview where it was before the outage.

## **10. Follow up**

Afterwards, send a quick email via your recruiter to tell the interviewer that you enjoyed talking to them and learning about the role and their organisation. Reinforce your interest in the job and mention that you look forward to hearing from them soon. This sets you up nicely for the next conversation.

For further insights please contact a member of our team on (02) 9054 7408.

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