

WHAT IS VIDEO INTERVIEWING ?



Video interviewing is a way to screen applicants and conduct interviews when face-to-face interviews are not possible. Has been mostly used to interview candidates located in a different city, province or country than the interviewer or when there is a big pool of candidates.

However, with the current labour market and new restrictions, companies will need to adapt to new circumstances and this includes how they navigate the hiring process.

You need to be prepared and we are here to help!

TWO TYPES OF VIDEO INTERVIEWS YOU MIGHT ENCOUNTER

LIVE VIDEO INTERVIEWS

Some interviews will be live, meaning that you might join a video conference from a link that the employer shares with you, or you might receive a call via Skype, Zoom or another video conference platform.

If you're using a personal Skype or Zoom account, make sure that you have a professional username and check your privacy settings.

In this format, the employer will give you instructions on how to complete the interview, usually using an online software.

Instead of being connected with a person, you'll be prompted to answer interview questions that have been pre-recorded or appear in writing on the screen.

You'll record your answer to each question and the employer will review the recording later.

There is often a time limit for your answers, and you may be given more than one chance to record each answer.

PRE-RECORDED VIDEO INTERVIEWS

SIMPLE TIPS FOR VIDEO INTERVIEWING



1

TEST YOUR TECHNOLOGY

A few days before the interview, do a technical trial run to make sure your equipment is working correctly. Check that your computer's camera, microphone and internet connection are working.



2

CHARGE IT UP

If you're using a laptop or tablet, make sure it's fully charged on the day of the interview. If you're using a tablet, find a way to keep it stationary. Avoid using a smartphone for video interviews if possible.



3

DRESS FOR SUCCESS

Dress as you would for an in-person interview from head to toe. Also, avoid wearing bright, flashy colors and choose something that looks neatly pressed while you're sitting down.



4

SET THE STAGE

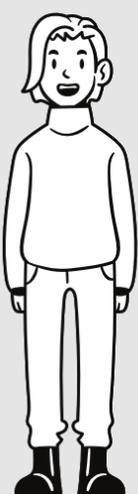
Choose a location that's free from the distractions. Make sure the background is free from clutter and embarrassing items. Set up lighting that's bright but not glaring. Natural light is best. Turn off email, text and social media alerts, software updates and other notifications that may show up on the screen during the interview.



5

BE AN EARLY BIRD

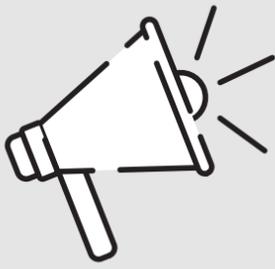
Log in five or 10 minutes early so you can be calm and centered when the video interview begins.



6

BE AWARE OF EYE CONTACT AND BODY LANGUAGE

Maintain "eye contact" by looking directly into the camera instead of at the screen or at your own photo. Make sure your face is centered and try not to move around. Keep good posture, sitting with your back straight, feet on the ground and arms resting in your lap or on the desk.



7

TALK IT UP

Project your voice. And remember that digital connections can sometimes be delayed. To avoid talking over the interviewer or having your first few words cut out, let the interviewer finish the question and then pause for a few seconds before delivering your answer.



8

HAVE A BACK-UP PLAN

Technology just fails sometimes, regardless of how many times you checked your Internet connection. So, before you begin a video interview, provide the interviewer with a phone number where you can be reached if there are any technical difficulties.



9

CLOSE IT WITH A THANK YOU

Just as you would with any interview, thank the interviewer for the opportunity. And follow up with a post-interview thank-you note within 24 hours.

INTERVIEW DAY CHECKLIST



Ensure that you won't be interrupted, either by locking the door or by alerting others that you can't be disturbed.



Clear the desk space, except for a notepad and pen/pencil for you to take notes.



Have a copy of your resume and any other notes ready for you to reference.



Set out a glass of water for yourself.



Check that your webcam and your audio is working.



Close any windows, tabs or applications on your computer that you're not using.



Check your internet connection and make sure you're not downloading anything in the background.



Set your phone to silent.



Check that the background behind you is neutral and free from clutter.



Adjust the lights in the room.

Good Luck!

SOURCES:

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WWW.THEBALANCECAREERS.COM/TIPS-FOR-A-SUCCESSFUL-VIDEO-JOB-INTERVIEW