

Video Interviewing Tips



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For some organizations, the video allows the company to cast a wide net, screen potential applicants, and narrow the field to the most qualified candidates. Follow these tips and you'll be closer to getting an in-person interview!

- 1. Get Your Technology Together.** Test the internet connection, as well as the microphone and camera to ensure you'll be able to proceed without a hitch.
- 2. Prep the Environment.** Position your computer and webcam so there's a blank wall or bookshelf in the background. Ask yourself "Is this consistent with the image I want to portray?"
- 3. Remove Distractions.** Turn off the television, radio, and cell phone and make sure pets and children are situated so they don't make guest appearances.
- 4. Have Relevant Documents Ready.** It is important to have your resume, any notes, and questions positioned in front of you in case you want to refer to them.
- 5. Dress Professionally**—from head to toe! You might have to get up and you don't want them seeing your pajama pants! Shades of blue look better on video, while reds and hot colors can be too bright. Stick with solid colors and not prints.
- 6. Position Yourself to Win.** Because you won't have the benefit of a face-to-face connection, your body language becomes even more obvious. Sit up straight, maintain eye contact by looking at the WEBCAM and not the image on your computer screen.
- 7. Show and Tell.** Research both the company and the job, and tell the interviewer in detail why your qualifications, experience, and skill set makes you deserving of a second interview. Make sure you convey interest in your voice and facial expression.
- 8. Be Yourself!** Think of virtual interviewing as the "speed dating" of the work world. Instead of trying to be the person you think the interviewer is looking for, be yourself.
- 9. Do A Practice Run.** Ask someone to complete a mock interview with you using the virtual technology. Not only are you testing the technology, but your trusted advisor will tell you whether you are being seen and heard, how the lighting is, and whether you come off as professional, prepared, and enthusiastic.
- 10. Have a Backup Plan.** In case the technology fails, you can transition smoothly to another method, such as by telephone.