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### **Quick Checklist: Video Interview Tips**

- Clear your desk/interview-space of extraneous (especially personal) items.
- Have your resume, the job description, and your notes printed out and close at hand. Also position a bottle of water close by.
- Check lighting – Make sure you are facing any windows, move bright lights to the front to reduce shadows.
- Check webcam – Has the software/firmware been updated? Are the settings optimized?
- Check microphone – Is the sound quality clear? Are the volume and sound levels set correctly?
- Make sure the webcam is placed to encourage a heads-up conversation. If using a laptop webcam, elevate the laptop to eye level.
- Check appearance – especially clothing – to see how it translates on camera. Professional formal business attire.
- Close any other programs that might interfere with the webcam. Turn off any other unused technology that could be distracting. Turn off Notifications, especially email.
- Verify the internet connection is able to handle the video bandwidth requirements.
- Make sure no other programs are inadvertently downloading or updating in the background (*Example: a movie on iTunes, app updates, or Dropbox quietly syncing gigs and gigs of data*).
- Place a short video test-call to someone (*if possible*).
- Close out all other browser windows.
- Treat this like any other face-to-face interview and be professional and positive!

### **How to be successful in any interview.**

#### *Research.*

Know the company's position in the industry, competitors, competitive advantages, and how it should best go forward. Read up on news events related to the company or industry.

#### *Clarify why you want the job.*

Keep 3-5 key selling points in mind, such as what makes you the best candidate for the position. Be prepared to tell the interviewer why you want the job – including what interests you about it, and what abilities it requires that you possess.

*Anticipate the interviewer's concerns and reservations and be prepared to address/overcome those concerns.*

#### *Prepare for common interview questions.*

These are all over the Internet, including questions for specific companies and jobs.

*Prep questions to ask the interviewer.*

Bring intelligent questions (write them down) you can ask the interviewer that demonstrate your knowledge of the company as well as your serious intent. Interviewers always ask if you have any questions, and **no matter what, you should have one or two ready. At least "next steps."**

*Practice<sup>3</sup>*

Mock interviews, practice answers to common questions, video chat practice.

*First impressions really do matter.*

Come in with energy and enthusiasm, and express your appreciation for the interviewer's time. Start off with a positive comment about the company and how your skills relate. Dress appropriately, smile, make eye contact, give a firm handshake, have good posture, speak clearly, and don't wear perfume or cologne!

*Be assertive and confident.*

Interviews are conversations. Listen to questions carefully, and provide clear and concise responses. Make sure the interviewer knows your key selling points.

*Be ready to handle illegal and inappropriate questions.*

Questions about age, religion, marital status, kids, etc. are inappropriate and in many areas illegal. Be prepared with quick responses such as, "I'm not sure how that's relevant to my application."

*Clear selling points.*

Tangible examples and details about your skills, experience, and education.

*Positive answers.*

Never dwell on negative experiences during an interview. Even negative questions like, "What did you like least about your previous job?" should be spun positive.

*Positive closing.*

If you get to the end of an interview and think you'd really like the job, ask for it! Tell the interviewer you were excited about the job before the interview and are even more excited now, and that you're convinced you'd like to work there. If there are two equally good candidates at the end of the search the interviewer will think you're more likely to accept the offer, and thus may be more inclined to make an offer to you.

*Bring at least 10 copies of your resume to every interview. Expect panel interviews, or multi-stage interviews.*

*Prepare for behavior-based questions.*

"Tell me about a time you made an unpopular decision." "Describe a failure in your life."

*Send thank-you notes.*

Do this after every interview. Thank you emails (at least) to show your appreciation for the interviewer's time. Notes should be sent within 48 hours of the interview.

*Don't give up!*

Following up is important. Always end an interview asking for specific information about the **next steps** in the process, so you can determine the best course of action for communication days or weeks after the interview.