



Key Takeaways

Video Interviews

How to Prepare for a Video Interview

- Secure a place that is quiet, brightly lit, free from distractions, and with good internet connection.
- Place your phone is on silent and make sure that the device you're using (laptop or tablet) is fully charged. Download the latest version of Zoom prior to the interview.
- Make sure the room you're using is clean and clutter-free. The background should be minimal rather than busy to portray that you are organized and detail oriented.
- Dress exactly the way you would if the job interview was in person. In other words, wear appropriate business attire.
- Use appropriate body language and make sure to look into the camera while speaking.
- Maintain your focus. Turn off all app and mail notifications on your laptop or tablet. Actively listen to the interviewer by affirming what they are saying, nodding, and asking questions.

If you're not familiar with using the designated software for the interview and all of its capabilities, such as muting, screen sharing, etc., you should spend a few days before the interview testing it out. Download and schedule video chats with friends or family or conduct mock interviews with someone you trust to get a feel for what this interview format will feel like.

and remember

“No matter the outcome, every interview is a valuable learning experience.”

