

How to dress for a video/ video conference interview

Wear neutral, solid colours. Solid shades of black, blue or grey are usually best. These colours bring out healthy skin tones and do not create a visual distraction.

Try not to dress in colours that match your skin and hair tones. These will tend to wash out your natural colouration.

Avoid plaids, stripes and overly busy patterns/prints. Participants may watch your clothing "move" rather than listen to what you are saying. Remember that glittery jewellery will also catch the light and be distracting to the interviewers.

Pre Interview

Arrive at least 15 minutes before your scheduled interview time to relax. You will have the opportunity to sit in the videoconference room and become familiar with your surroundings before the interview begins.

A staff member will explain the process to you and will adjust the camera and volume if necessary. You will see a monitor at the end of the room. The monitor displays the interviewers, whilst the picture in picture, normally found to the bottom left of the screen will show you - what the interviewers will see. You will be given the option to have the picture in picture facility turned off if you do not wish to see yourself during the interview.

Don't be nervous about the technology. A member of the technical team will be monitoring the connection during the entire interview period. Should a technical glitch occur, someone will be there to take action.

During the setup period the volume will be muted. Once the interview is set to begin, a staff member will turn off the mute feature before leaving the room.

At the beginning of the interview make sure you introduce yourself to the interviewer. "Hi, I'm John Smith, nice to meet you".

Video Interviews

Video Interviews are the latest tool being used by large Employers, Universities and Recruiters. There are two types of Video Interviews, recorded and live interviews. Generally recorded interviews are screening types of interviews where you answer a few generic answers about yourself and your goals, etc. although you can be asked technical questions about your skill set, there can be questions that require a written response as well as a multiple choice quiz, so go with the flow. Live interviews are just that, real time and they can be recorded, the interviewer will advise you if they are recording it. The system that Blue Chip Recruiting uses can have up to 3 interviewers and one interviewee. Interviewers have the ability to take and share notes during the interview.

The reasoning behind conducting video interviews is time and volume, you will have a time limit to complete your interview and the length of the interview will be limited as well, so you will need to plan your responses well. 30-60 seconds per question is generally enough time, it may seem like a short amount of time but when you're there talking in front of a camera, it really can feel like forever! Script out your answers and practise them, re-record them until you are happy with them, take the time to do it well, it will pay off! Show your personality right away.

General Guidelines

Don't be intimidated by video!

Video Interviews are very much like face to face interviews so your presentation and delivery needs to be the same with a few minor adjustments. Dress for success; be aware of your body language, facial expressions and diction; all need to be managed as in a live face to face interview.

How can you stand out? Be sure to express your keen interest in the role, you want the employer to know you want **THIS** job not just **A** job. Be unique in your responses and be genuine, show your passion and your personality.

Sounds and movements

Noises that you may not notice in a personal interview can become distracting in a video video conference interview. Avoid clicking a pen, tapping on a desk, coughing or shuffling papers. Modern high quality microphones are designed to pick up even the softest voice and so any disturbance can be heard. Get someone to take your dog for a walk, turn off your cell phone, and have your resume close by in case the employer references something on it.

Be natural! Try not to move around too much, the camera only sees the top half of you. You could move out of view from the camera, and in addition the video may seem "jumpy" if you are constantly moving. You will come across as far more confident and relaxed if you remain fairly still rather than nervously shifting in your seat.

Speaking and eye contact

Look directly at the monitor as often as possible when speaking. Be yourself! Speak naturally and think of the participant at the other site as being across the table from you.

Smile! One of the greatest advantages of video and video conferencing is the ability to communicate face-to face, so smile and connect.

Speak slowly and clearly to avoid audio distortion at the remote site.

Managing motion and sound delay

You will notice that there is sometimes a transmission delay when using video or internet connections can get dropped or audio can have problems, be patient, if you lose audio the verbal portion might have to be done over the phone. Be prepared for the unexpected. Do your best to be patient.

End of interview

At the end of the interview, thank the employer for the interview. Hit the mute button and leave the room or disconnect the video interview.