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Video interview guide – how to succeed in a video interview



*‘Creating professional CVs that help
change lives by securing more
interviews, earn more money and
reach your potential’*

With video job interviews now becoming a common part of the recruitment process, we've put together a guide & our top tips to ensure that you have the best chance of nailing your video interview & getting through to the next stage.

So, here are our top tips...

Location

Find a quiet location with a good internet connection for your laptop or computer. In some cases, a tablet or smartphone may be an option, but laptops or desktops with a webcam tend to work best.

Ensure you are in a quiet, private & well-lit place where you won't be interrupted by other people, including your pets. We'd certainly recommend you telling everyone in your household not to interrupt you.

We'd certainly recommend that you use your home or a similar quiet location and avoid coffee shops and other communal spaces, as there is normally a lot of activity & distractions.

Joining the interview

In most live video interviews, you will need to click on a link that the employer has shared with you prior to your interview. Once connected, you will be able to see & speak with the interviewer in the other end.

Top tip – make sure you have closed all other windows / tabs on your computer, as these could slow the internet connection. Plus, make sure your phone is on silent.

What should I wear?

You should always dress professionally for your video interview – the same way you would in a person to person interview.

Top tips – position the camera so that you are looking up slightly & you are centred on the screen.

Sat down, it is likely that the interviewer will only see your top half, but it is still a good idea to dress your bottom half professionally, in case you need to stand up for any reason.

Body language

Eye contact is very important during a face to face interview, and this is exactly the same in a video interview. However, you don't need to look directly at your interviewer on-screen, you want to direct your eyes to focus on the webcam. When you do this, your eyes are more likely to align with the interviewer's eyes on the screen.

Throughout the interview keep upbeat, smile and let your body language convey optimism. Have good posture, sit in your chair with your back straight & rest your arms on your lap or desk.

When listening, nod & smile when appropriate to communicate that you are giving them your full attention. Use hand gestures when it feels appropriate.

Test your set up & practice

To get yourself more familiar & confident with video interviewing, how about doing some practice calls with friends & family. Get their feedback.

Most of us feel uncomfortable being on camera, albeit video interviewing or just facetime with our friends and family. But the more you practice it, the more comfortable you'll be in front of the camera.

So, to summarise, here are our top tips for a successful video interview:

1. Find a quiet, well-lit place free from interruptions
2. Ensure you have a good internet connection
3. Check your computer's audio is working
4. Test your webcam
5. Close any additional application windows / tabs
6. Dress professionally
7. When listening, nod & smile to show you are engaged
8. Have notes in front of you if you wish, take notes and have your CV to hand
9. When the interview has finished make sure the connection has disconnected & they still can't see / hear you

Good luck & now go and nail it!



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