



# Video Interviewing – tips to help you deliver your best interview performance!

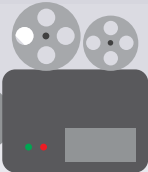
**Our step-by-step guide to help you deliver your best video interview. Participating in a video interview often means you are the cast, crew, lighting expert, and responsible for costume! Being prepared and removing distractions is key to a successful video interview. We'll show you how.**

Minimise distraction for yourself by switching your phone to silent. Close all applications on your computer. This can also be helpful if you have a slow internet connection.



## Behind the scenes

Test your audio and camera to make sure they're working. You want to ensure you can be seen and heard.



Using a personal account for video interviewing? Make sure your username is appropriate for a work context.

Have pen and paper (or laptop) to take notes. Don't forget water and tissues.

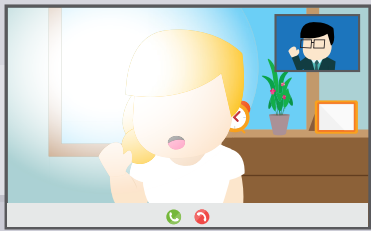
Optimise your video quality by making sure nobody in your house will be streaming Netflix or in the middle of a Fortnite battle while you're interviewing.



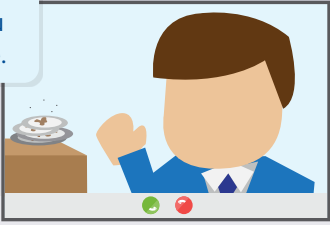
Your first impression extends to what the webcam can pick up

## On stage

How's the lighting? Pick a spot with light in front of you. Lighting from behind or to the side can make it hard to see your face.



Ensure your desk and the background behind you in clean and clutter free.



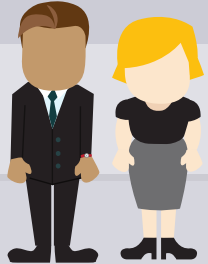
If you're unable to find a suitable place, use a [Zoom](#) or [Teams](#) virtual background.



Avoid colours and patterns you think may distract the interviewers. Sometimes bold checks and stripes can distort over video.

## Costume Design

Some company cultures are less corporate. Ask your recruiter what would be appropriate to wear if you're unsure.



Dress in professional attire. This includes your bottom half – you don't want to be caught out if you have to stand up during the interview!



Familiarise yourself with the location of the mute button if something unexpected happens.

## Rehearsals

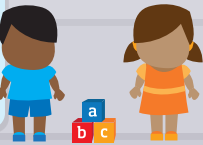
Prepare for interviewing by:

- Reviewing your CV and the Position Description
- Considering how you want to communicate your skills and experience in line with role requirements
- Researching the company

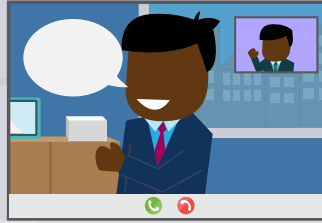
For the best angle, tilt the camera so it looks down on you slightly. Your head should be centred and just at the top of screen.

Ensure you can conduct the interview free from any distractions. Kids are taken care of. Posties know not to ring the doorbell.

Avoid looking away from the webcam or screen as you may appear uninterested.



Remember to smile and nod to show your interest.



Turn on videoconference software (e.g. Zoom, Teams) and to check your appearance.

Practice interviewing via video with a family member or a friend and obtain feedback:

- On sound and video quality and how you came across.
- Your eye contact
- The tone, volume, pace and clarity of your speech
- If you appeared friendly and relaxed?
- If your personality and your strengths come through?

## The big day – your performance

Watch out for hand gestures or nervous habits that could be distracting.

Feeling relaxed is important. However, you don't want to slouch so keep your posture straight.



## The show must go on

You've prepared for your big day, but things can go wrong. By thinking ahead and being prepared for technical issues or disruptions, you can respond calmly in the moment.

Your message may be lost in unexpected loud noises. Let the interviewers know and allow the noise to pass if possible before continuing the interview.

Have your phone hotspot Wi-Fi available just in case something in the network goes awry

Confirm the interviewer has your contact number should the audio or camera not work, and they wish to proceed to a call.

Should you be disrupted, apologise, turn off your video and audio, attend to the matter before resuming the interview.

# Break a leg!

