

# VIDEO INTERVIEW TIPS

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## How to Prepare:

### Test Your Technology

Three days in advance, download required software. Set up your camera, microphone or headset and do a trial run. On the day of, ensure all devices are charged or plugged in. Have everything set up and ready to go two hours prior.

### Have a Backup Plan

Have a secondary setup ready on another device in case technology fails. Ask the employer for a phone number you can reach in case there are technical difficulties. Provide them with yours as well.

### Choose a Professional Space

Your background should be tidy, quiet and distraction free with good lighting. Avoid public spaces and areas with noise that may interfere with your audio.

### Connect with Interview Panelists

Send interview panelists your application package through email the morning of. Provide them with a PDF of your cover letter, resume, references, certifications and any additional items/documents required.

## Video Etiquette:

- Smile and wave or nod during your introduction
- Maintain good eye contact by looking directly into the camera
- Use a pen and paper to take notes if needed
- Turn off notifications on all devices
- Remain in video frame
- Don't chew gum
- Be mindful of your body language - don't slouch

Dress in full professional attire from head to toe. Avoid only dressing up from waist up, just in case.

Don't lose sight of the formality of your interview. Wear the same attire you would for an in-person interview.

Avoid wearing jeans, tank tops, low cut shirts, jogging suits or pyjamas.

### Remember:

- Be punctual
- Resist the urge to stare at yourself
- Exit software once interview is complete



## Keep in Mind:

Treat your video interview similar to an in-person interview. This includes doing your research on the company, interviewers and role.



When practicing for your interview, record yourself. This will help you notice any distracting habits, repetition and filler words you may not be aware of.



Post sticky notes to the side of your screen with questions to ask the interviewer at the end.

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