

Videoconference software is becoming more popular for business meetings and interviews. Even though you, the candidate, are in a comfortable environment at home, you should treat it the same as if you were having an in-person interview, being prepared and confident to make the best first impression.

Here are a few best practices in how to ace your next video interview:

## **1. Practice with the technology**

Download the meeting app in advance and make sure you have the proper login credentials. Test your video and audio settings to ensure proper volume and quality. If possible, it's recommended to use a laptop or desktop instead of your phone, so you appear comfortable and in a professional setting.

If using a laptop, keep it plugged into the charger so it won't turn off during the interview. Also, position the camera in a flattering angle where you are looking up not down.

## **2. Find a quiet room or section of your home to conduct the interview**

Remove any distractions (pets, family, TV, etc.). A designated office area in your home would be an ideal setting and remember to close the door to block out any distractions. However, if a private room is not available, make the best of a quiet corner or an area away from distractions.

Don't forget to evaluate the background scenery that the interviewer will see to guarantee a clean, professional setting.

## **3. Dress professionally in either business formal or business casual**

Dress professionally from head to toe just in case you need to stand up for something. Don't make the mistake of assuming the camera will only capture the top half of your body.

Your outfit should be free from distracting patterns or wrinkles, so it doesn't draw attention away from your conversation.

## **4. Join the interview 4 - 5 minutes early (THIS IS VERY IMPORTANT)**

In the event there are connectivity problems, this gives you time to react, try again and notify the other party.

Confirm interview date, time and time zone before your interview day. Although you should arrive 10 – 15 minutes early for in-person interviews, it's recommended to join a video interview no more than 5 minutes early because some managers use the same meeting number (or room) for multiple meetings and you should avoid interrupting a meeting in session.

After you answer the video call, wait for the interviewer's video to appear then greet them with a pleasant introduction and smile. If this is the first interview, be prepared to answer a "tell me about yourself" question.

## **5. Practice your body language**

Watch your body language and maintain eye contact. Avoid fidgeting, rocking in your chair or other behaviors that can distract from your interview or make you appear nervous.

It's unprofessional and disrespectful to check other computer programs or to check your cell phone during an interview. Turn off or mute your cell phone. Do not let this distraction interfere with the interview.

## **6. Be prepared to ask and answer questions**

Do your homework! Develop a list of questions to ask the interviewer about the position, responsibilities and company (don't ask about money or benefits, that comes later). It's a good idea to have a pen and paper nearby to quickly write down any questions that arise while the interviewer is speaking.

Be prepared to answer common interview questions. Print a hard copy of your resume to refer to during the interview. When asked questions about your work experience or a skill set, you can reference a specific place on your resume while providing your answer.

Speak clearly and slowly, even the best videoconferencing software can have a slow connection or lag time.

## **7. Close the interview with confidence**

Stay enthusiastic and reinforce your interest in the position, company and moving forward in the interview process.

When finished, always send a thank you email and most importantly call your Whitaker representative to discuss the interview and your level of interest. (It sends a negative impression if the client is asking us about candidate feedback and the candidate hasn't bothered to communicate yet)