

Do's and Don'ts of Video Interviewing

Building a Relationship

50% of your interview is all about your Gestures (smile occasionally)

30% of your interview is all about your voice (and sounding confident)

12 things to do to prepare for your interview:

- 1) Know the video platform you are using for your interview – and test it prior to your interview.
 - Make sure your video is not just displaying your face – it should show your collar too.
- 2) Camera quality – you can often test your quality.
- 3) Test the lighting – if you are wearing glasses make sure they are not reflecting.
- 4) Have a neutral background.
 - Have a simple background.
 - Don't showcase your background – it is distracting.
 - Avoid using video backgrounds.
- 5) Noise – make sure you are in a quiet zone for your interview & silence your cell phone.
- 6) Internet stability – shut down all other applications and windows.
- 7) Avoid looking down at notes – if you need to use notes have them next to your monitor at eye level.
- 8) Dress business professional – suit for men , if they day “business causal” that means blazer and button down shirt. For women, business suit or blouse with collar and a blazer.
- 9) Eye Contact – portrays energy level, enthusiasm and interest.
- 10) Smile every so often during your interview – show you are human!
- 11) Show energy – be vibrant.
- 12) Test and practice – record yourself.

Authentic Interviewing

Be yourself during the interview and leverage your top 2 to 3 personality traits.

When answering questions or giving examples during your interview – relate them back to your top personality traits.

Positive Personality Trait examples:

<ul style="list-style-type: none"> • affectionate • ambitious, motivated • aspiring • candid • caring • change; accepts, embraces it • cheerful • considerate, thoughtful • cooperative • courageous • courteous • decisive • devoted • determined • perseveres, endures • enthusiastic • faith in oneself • faith in others • flexible 	<ul style="list-style-type: none"> • forgiving • focused • friendly • generous • goodwill • grateful • hard-working • honest • humble • kind • mature • modest • open-minded, tolerant • optimistic • perfects • persistent, sustaining • practical • punctual • realistic • reliable 	<ul style="list-style-type: none"> • respectful • responsibility, takes • responsive • self-confident • self-directed • self-disciplined • self-esteem, high • self-giving • self-reliant • sensitive • serious • sincere • sympathetic • systematic • open minded, willing to consider other opinions • thoughtful towards others • trusting • unselfish • willingness
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Interview focus:

1. Your accomplishments
2. Behavioral based questions
3. Why you are a fit for this position (how you can add value)