



Candidate Online Video Interviewing Guide



Overview

Video interviews are generally conducted via Zoom, Microsoft Teams or Google Meets. From an efficiency point of view, video interviewing, particularly as an initial screening, are largely replacing in-person interviews. A video interview affords an employer to meet you, discuss your capability for a role and establish how you interact with them.

This video interview may serve as the first and only interview, or it can filter whether or not you are selected to advance to the second round in-person meeting.



Candidate Tips on Video Interviewing:

- ✓ Ensure you receive the invitation/link well in advance to avoid possible panic or delays.
- ✓ Treat the interview as though it is an in-person interview. Dress up accordingly and be well groomed.
- ✓ Test that the video application you are going to use is working, well in advance of the interview on whatever device you have chosen.
- ✓ If possible, use your laptop or PC as your preferred device. This is not always feasible, therefore if using a mobile phone or tablet, place it in Airplane Mode/Flight Mode to avoid incoming calls or messages that will interrupt your interview and interfere with your video.



Candidate Tips on Video Interviewing:

- ✓ Set up the camera so that your top half can clearly be seen and that there is no reflection of light interfering with your view.
- ✓ Either blur your background or sit where there is a plain background behind you and no distractions.
- ✓ Look directly at your camera lens and not your screen so that you are looking directly at your interviewer.
- ✓ Be familiar with how to share your screen if requested, and also how to mute and unmute your microphone.



Candidate Tips on Video Interviewing:

- ✓ PREPARE WELL. Do not have your CV beside you or up in front of you as a reference. This is always obvious if you are trying to glance at it. What is on there is your own experience and you should know it.
- ✓ Research the company for which you are interviewing. Understand what product or service they provide and to what location(s). Also, familiarise yourself with their company values.
- ✓ Look over the job description again and be able to link your experience and qualities in with it.
- ✓ Smile, speak clearly and slow down. Before the official interview starts, ask the interviewer if you can be heard ok.



Candidate Tips on Video Interviewing:

- ✓ It is a good idea to do a practice run before your interview to ensure you are seated in the best place and can be heard ok.
- ✓ Position yourself in a location where your internet/Wi-Fi connection is absolutely stable and at optimal connectivity.
- ✓ If possible, wear headphones so that any background noise can be minimised.
- ✓ Portray positive body language and it is good to nod where appropriate to show you are engaged and paying attention.
- ✓ Be early!





Finally....

All of this may appear obvious, however, there are tips in here that you will not think of. In some respects, it is easier to interview in person, because all you have to do is turn up and sit in front of the interviewer. There are several other factors to be considered when part-taking in an online interview, as well as preparing your answers. If you follow our tips, there is no denying that you will ACE your video interview! This is not to overwhelm you, rather guide you. Once you do one online interview, any others ensuing will just be a formality.

Resources



Free Zoom Download

<https://zoom.us/download>

Free MS Teams Download

<https://www.microsoft.com/en-us/microsoft-teams/download-app>

Free Google Meets Download

<https://meet.google.com/?pli=1>



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