

# TIPS FOR A SUCCESSFUL VIDEO INTERVIEW

## PREPARE



Know if you are having a LIVE or PRE-RECORDED interview. Make sure you have required link/login information for the interview. For PRE-RECORDED interviews, try to imagine you are having a live conversation, so it feels more natural



If using a personal Skype or Google account, please have a professional username



Find a quiet, private and well-lit location that is free from possible interruptions



Ensure you have a good, stable internet connection



Check that your computer's audio is working



Test your computer's webcam & position the camera so you are centered. Be aware of what's in the background



Close any unnecessary web browsers, tabs and applications



Have a pen, notepad and copy of your resume on your desk



Place your phone in silent mode



Be prepared with questions you would like to ask at the end of the interview



Practice with friends and family. Ask for candid feedback on appearance and eye contact. Do it until it feels natural and confident

## BE PROFESSIONAL



Dress professionally and have good posture



Listen, nod, smile and show that you are engaged



Answer questions with detail and examples. Never simply use yes or no answers

## HAVE A BACKUP PLAN



If your video or audio stops working, reach out to your interviewer via email. Ask if you can continue the interview by phone or if you can reschedule



If noise interrupts the conversation, apologize for the interruption and ask for a few moments until the noise has subsided. You may want to mute the microphone



If someone enters the room, apologize to the interviewer and ask for a few moments to deal with the interruptions. Mute your microphone and turn off your camera

*Call your TNE Recruiter **IMMEDIATELY** after your interview*