

Things to know to ace video interview

I. Advance Planning

***Make sure that you send any materials (resume, etc.) that the recruiter needs in advance.**

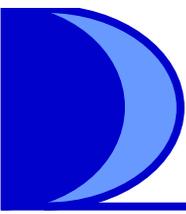
***Arrive early so you have time to get situated.**

***Ask for assistance if you're not sure how to use the equipment. Actually, even if you think you can figure it out, it's good to ask for a quick overview**

II. What to wear

*** Dress professionally. Wear the same you would for an in-person interview.**

*** Don't make the same mistake one candidate did! He wore a suit jacket, dress shirt, and tie, presuming that only the top half would show. However, when he stood up the interviewer saw a full-length view, including the jeans he was wearing.**



III. During the Video Interview

*** Make sure the table is clean and neat. You don't want to distract the interviewer.**

***Be aware that the microphone picks up all the noise in the room. Don't tap your pen or shuffle papers.**

***Make eye contact. If you don't the camera will be focused on the top of your head.**

***Use the Picture-in-Picture feature so you can see how you appear.**

The Interview Process

*** The interview process will be the same as an in-person interview. The interviewer's objective (to screen candidates for employment) is the same.**

***You will be asked the same type of Also, be prepared to ask questions, as well.**

***If you're not sure about how the interview is proceeding, it's fine to ask the interviewer how you are doing.**