

Video Interviewing Tips

Maximize your chances for having a successful Virtual Career Fair.

Professionalism

- ❖ Make sure you are familiar with the video chat platform that you will be using (create an account if you need to). Be sure that your account name is professional and appropriate and gives a good first impression of you as a professional.
- ❖ Dress appropriately – as if for an in-person interview. If you only dress from the waist up, with absolute belief that the interviewers will never see you from the waist down – something will happen and they will see your pajamas or cargo shorts or whatever you have chosen that doesn't go with the professional attire you are wearing!
- ❖ Be prepared with a bottle of water to sip unobtrusively during the interview.

Location, Location, Location

- ❖ Think about what the interviewer will see. What is on the wall behind you? Test out the video camera and look at someone sitting in your chair. Keep in mind that interviewers will respond to and evaluate what they see on the screen so choose a professional background. You can hang a neutral colored sheet behind you as a backdrop.
- ❖ Choose a chair that makes you sit up straight. Body language is key to demonstrating confidence and professionalism.
- ❖ Lighting is very important. The room and your face should be well lit. If the interviewers cannot see your face adequately, they will have a negative response, no matter how wonderful your answers!

Eliminate Interruptions

- ❖ Turn off your phones, printers, and anything else that could cause a distraction for you and your interviewers.
- ❖ Remind others that you will be in a video interview. Ask them to be quiet with no interruptions. Post a sign on your door that an important interview is taking place.
- ❖ Arrange for an alternate location for the interview if you are not certain you can control noise and interruptions. Both the University Career Center and the Texas Tech Library have rooms that can be reserved.

Maintain Eye Contact

- ❖ Install the camera at eye height. Do not stare down into a camera. If necessary, prop up the lap top or adjust the monitor camera to be at the appropriate height for you to look straight ahead. This allows for a more natural, conversational tone to your answers than if you are staring down at the interviewers.
- ❖ Practice looking at the camera as you answer questions. You can periodically glance down to see the reaction of your audience to what you are saying, but always look back up to the camera.
- ❖ Just as in a face-to-face interview, you must appear relaxed and confident. It will be difficult for you to assess your interviewers' responses if they do not provide verbal and nonverbal cues. Be sure to smile as you look at the camera.
 - Verbal cues: agreeing, acknowledging the questions, “yeah”, “uh huh”
 - Non-verbal cues: nodding, facial expression, eye contact

It's Not Luck! It's Being Prepared.

- ❖ Research the companies attending the Virtual Career Fair & any open positions they are hiring for, your resume, and any other information you may need during the Career Fair. Let the interviewers know that you are glancing at notes in order to answer their question. Do **NOT** pull up files on your computer during the interview.

Avoid Glitches: Technical and Otherwise!

- ❖ Watch your battery usage, turn off any pop ups reminders or alarms. You want high quality in both video and audio, test your connection (ask the interviewer if they can see and hear you okay), maybe utilize headphones to potentially overcome any audio issues.
- ❖ Control as much as possible. But if you have any issues or an emergency, apologize, mute the audio, and deal with the problem quickly. Reconnect and ask the interviewer how to proceed forward. Demonstrate that you are a professional who can solve problems.