

# VIDEO INTERVIEWS

## ONE-WAY (RECORDED) VIDEO INTERVIEWS

A lot of larger companies have one-way video interviews as part of their selection process. The company sends a link and when you click on it, you will be asked a series of questions. You must answer these looking into the laptop camera and your answers are recorded and sent back to the company. You will usually be given a series of practice questions to trial beforehand. However, remember that **once you press start for the actual video interview then that's it**, you won't be able to go back and edit or do the answers again.

### 6 USEFUL TIPS



As no-one is online with you, it feels like you are talking to yourself. Imagine your laptop camera is a real person - it can help to keep someone you know in mind. Pretend you are talking to them, for example, a favourite lecturer or supervisor in college.



Show enthusiasm and personality in your answers – you need to be extra aware of body language and voice tone to create a positive impression on video – smile regularly, good posture etc.



Generally, a reading time of 1 minute is given for each question, so take quick notes of points you want to say in your answer while you read each question.



Time limit given is usually 3 minutes per answer. Practice a short pitch about your skills, or for the 'tell me about yourself' question, that you can deliver within 2/3 minutes. **Don't learn it off** or over rehearse, but get your key points and relevant skills said within the time allocated.



You usually are given 3-5 days to do the interview.



Be sure to use the practice zone offered – they won't see your attempts.

## INTERVIEWS ON ZOOM, SKYPE, TEAMS, HANGOUTS...ETC

Interviews via technology have become increasingly popular as more and more employers are using Zoom, Microsoft Teams etc to screen and interview candidates remotely.

In this scenario it is the same as a normal interview with a person or person(s) but it will be held by video technology as opposed to face to face. As remote working becomes even more widespread, you need to know how to prepare to ensure that you'll perform at your best in this type of interview.

## USEFUL TIPS ACROSS 3 KEY AREAS



### 1. FAMILIARISE YOURSELF WITH THE TECHNOLOGY

- **Download the app** that will be used (Zoom, Teams, Skype, WebEx etc) onto your tablet or your laptop. Test it well in advance of your interview.
- Have any **necessary password** by your side so any delays logging on aren't on your side.
- **Activating sound and video** is not always automatic so test both beforehand.
- **Test headsets** – don't have hands-free on (it can sound like you are shouting).
- Get the **lighting** right – for morning and evening calls.
- Have a **telephone number** of the interviewer close -by in case of any problems arising at the interview time on the day.
- Make sure your own phone has **voicemail** set up in case they are trying to contact you.
- Get familiar with any **programmes** on your laptop that you may need for live testing during the interview, if that's required. Become familiar with the **screen share function** in case you need to call up a document to share. Be mindful of what is on your desktop if you are sharing your screen.
- Always make sure your **laptop's settings are up to date** so you're not running any updates during the interview which would delay the testing.
- Check your **Wi-Fi** is running at full speed.



### 2. INTERVIEW PREPARATION

Other than the fact that it's not face to face, you need to approach a remote virtual interview like any other interview. The key to success is preparation.

- Find a **quiet area** of your home where you're not going to be disturbed by any interruptions.
- **Test the camera** and make sure the area behind your camera looks tidy and professional, e.g. no clothes thrown on the floor or the bed in the background!
- **Position yourself at a comfortable distance**, where your head and upper body are visible and hand gestures can be seen. Ensure you are close enough for the interviewer to see your face clearly, but avoid sitting too close to the screen, as this can look like you're too much in their face, which would be off-putting. Practice a Zoom call with friends on your laptop, rather than phone.
- Have your **CV and your notes** on the company and the job close-by should you need to look at these during the interview.
- Prepare your answers to typical interview questions ([www.mycit.ie/index.cfm/page/interview-preparation](http://www.mycit.ie/index.cfm/page/interview-preparation)) and remember to prepare questions to ask the interviewer(s).
- If you have their names, **research the interviewers via LinkedIn**. Familiarise yourself with their technical backgrounds to know the angle of their questions as well as get some common ground between you, e.g. university, qualification, their job roles, interests.
- **Research the company** carefully. Take notes on any milestones or achievements they have had to-date, as well as number of employees, sites, annual turnover, etc. Follow the company on LinkedIn.
- Be very clear on the **added value** that you're going to bring to the role and company.



### 3. AT THE INTERVIEW

- Always **be professional** as with any interview – dress professionally from head to toe.
- Check at the beginning that you can be **seen and heard easily**.
- **Body language** is important, make sure your enthusiasm for the role is conveyed both visually and in your voice.
- As you are not face-to-face, **your voice** is more important and needs to work harder. Ensure you slow the pace for important information and it's OK to go a little faster when it's not so significant.
- Ensure your **tone of voice** is interesting – you already know everything about yourself but this information is new to the listener! Use your voice to make your answers sound interesting. This is hard, but everyone can improve their voice delivery with practice!
- To make effective eye contact in a video interview, **look directly into the camera** and not at how you look on the mini screen! Position notes on a recipe stand so you can glance briefly at these to the side. Avoid looking down or to be seen shuffling through papers, prepare your answers as if it were a face-to-face interview.
- Remember they can tell if you are distracted. Turn off any notifications and disable any alerts on your laptop.
- Show your **enthusiasm and motivation** for the job by asking questions about the role, the company, where the role fits into the overall structure and what they hope you'll contribute. Express your interest by thanking them for the interview and again saying how interested you are in the role.
- If there is more than one other in the meeting, it is a good tip to **move the icon with their image up to the top centre of your screen**, near the camera, this appears more like you are maintaining good eye contact directly through the camera, rather than appearing with eyes downcast at bottom of your screen.
- Again, **practice video calls** with friends. When you are ready, book a **remote appointment** with a CIT Careers Advisor for a mock video interview.