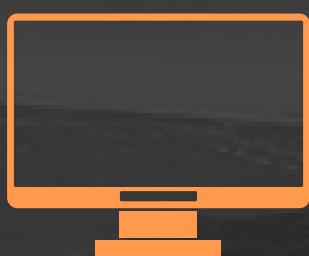




TIPS FOR VIDEO INTERVIEWS

Video interviews are becoming more common during this unique time of COVID-19 and social distancing. This is a great tool to utilize for both parties, especially if you are interviewing for an out-of-state position.

TECHNICAL NECESSITIES



- Have a high speed internet connection.
- Stop anything that could slow down your bandwidth.
- Remove any distractions.
- Plug into a power source, so your device will last long.
- Do a test call with a friend in advance.
- Use front camera feature, so you can see how you look.
- Learn where your microphone is located.
- If you didn't hear the question, simply ask the interviewer to repeat it.
- Be sure your display name on the call is professional.

YOUR INTERVIEW SPACE



- Sit at the table and try to keep your background as neutral as possible.
- Keep the surrounding area clean and neat.
- Make sure your space is quiet and limit any possible interruptions.
- Silence all phones and put a note on the front door.
- Sit in a well-lit space, so the interviewer can see you clearly.
- Position the webcam so that you are looking up slightly and centered on the screen.

ATTIRE AND DEMEANOR



- Wear what you would wear to an on-site interview.
- Dress in the complete outfit - no pajamas or jeans - in the off chance you have to get up.
- Sit up straight, keep your face relaxed and smile!
- Making eye contact is as important as it is during in-person interviews.
- Have questions ready; keep pen and paper close for notes.
- Keep a copy of your resume handy for reference.

