



CAREER DEVELOPMENT OFFICE
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LIVE VIDEO INTERVIEWING

Video interviewing through platforms such as Google Video Chat, Skype, and Facetime are increasing in popularity by employers and graduate schools wanting to streamline the interview process. While the basic interview preparation tips of in-person interviews remain true and important, there are aspects of video interviewing to keep in mind. The overall goal is to create the feeling of in-person interview as much as possible. Here are some tips and explanations:

EYE CONTACT

In an in-person interview, remembering to maintain eye contact is simple enough. In a video interview, however, it is a bit more difficult to remember to look into the camera and not at the screen where your audience is (and where you often see yourself). Before the interview, practice looking straight into the camera or, if your camera is not built into your computer, place it in front of your screen. That way, you appear to be looking at the camera!

COMPUTER POSITION AND ANGLES

Often working at the computer, especially when using a laptop, the computer, and therefore camera, is lower than your face. To create the feel of talking in-person, raise your computer or camera to eye level. This may mean that you are placing your laptop on a box. Make sure, also, that your camera is not tilted down or up. Also do not lean forward too far during the interview as that can distort your face. Make sure to look at yourself from the view of the camera beforehand to get it just right.

BACKGROUND CONSIDERATIONS

What is behind you in the interview is important. Make it simple, clean, uncluttered, and well lit. Consider adding soft lighting from multiple sources. "Test run" your background before the interview to make sure what the employer sees is good. Also, be aware that individuals may comment on what's behind you because, simply, they are looking.

VIDEO INTERVIEW ATTIRE

Looking professional is as important in a video interview as it is in an in-person interview. However, you may read or hear that you can get away with wearing shorts with that suit top. Be cautious of this. There are a million stories out there where an interviewee had to stand up at some point during the interview for one reason or another. It's better to be safe than sorry.

NAME, ADDRESS AND PHOTO

Often accounts such as Skype and Google Chat have photos, names, and quote options attached. Often overlooked by the user, the employer may create an impression of you, one way or another, based on these items. Make sure they are professional.

NOISE

Similar to an in-person interview, put your phone on silent or turn it off. Do not have on vibrate. Make sure your dogs that always bark at your mail carrier are being watched or are in your fenced yard where they will not disrupt your interview. Also let anyone living at your house know that you are having an interview so that they can provide you quiet and privacy. Additionally, turn off or silence any alarms, reminders, or alerts on your computer that may pop up as you

receive various emails. If your living space is not conducive to the environment needed for interviewing, consider reserving a room on campus or asking the Career Development Office if they have space available.

WHO IS CONNECTING WITH WHOM

When the video interview is scheduled, make sure you know if you are calling the employer or if the employer is calling you (normally the employer contacts you).

KNOW YOUR VIDEO

Will you be using Skype, Google Hangout or another method to interview? Make sure you know this and are prepared with an account beforehand.

CONNECT EARLY

Often employers will ask that you communicate with them your Skype or Google Hangout name so that they connect with you. It is also a good idea to know theirs. Days before the interview, employers often connect with you through the chosen platform asking that you connect. Keep an eye out for this so that you may accept and be ready ahead of time. Be aware that some employers will instead ask you to reach out and connect with them.

TIME ZONE CONSIDERATIONS

When interviewing with those outside of your time zone, know what time zone the agreed upon interview time is set.

INTERNET CONNECTIONS

How is your internet connection where you are interviewing? If you know that it is sometimes spotty, consider asking to do this at a family member's or friend's place. You may also ask the University library if there are rooms that may be reserved for this. Another trick that may help is connecting your computer directly into the wall instead of using the internet wirelessly.

DEPENDING ON NOTES

While some sources say that you can use sticky notes around your computer screen, it is advised that you avoid this temptation as well as having notes open on your computer. Do not think you can peek at answers to questions on your computer screen or table. This is obvious. Prepare as you would for an in-person interview. It shows!

PRACTICE, PRACTICE, PRACTICE!

Practice can mean the difference between being offered the job and not offered the job. Similar to an in-person interview, research the organization, practice your responses, schedule a mock interview with a Career Coach, and prepare your questions ahead of time. In addition to all of this, make sure to verify the video and audio works, that your connection is strong, your background is clean and that you look good. Need help? Ask a career coach for feedback!

SMILE AND SHOW PERSONALITY!

Yes, there is a lot to think about while in an interview but you need to remember to smile. While employers want to hire the best person for the job, they also want to like the person. Smile, show your personality, and breathe.

THANK YOU NOTES

Always write thank you notes within a day or two of the interview. If you know they are deciding quickly, do so right away. If you are interviewing with more than one individual, it may be helpful to write to each person. When writing notes, it is important to personalize them as much as possible. This requires more time and effort but is often impressive. How do you know who is in the interview? When scheduling the interview you can ask for a list of people that will be present (this also helps you in your research). You can also keep a pad of paper and a pen/pencil next to you during the interview. When they go around and introduce themselves (often this is one of the first things that happens), jot down names and titles as best you can. This often happens very fast, so do the best you can and research the names later to find email addresses.



PRE-RECORDED INTERVIEW QUESTIONS AND INTERVIEWEE RECORDED RESPONSES

Pre-recorded interviews are not live like Skype. In pre-recorded videos, interviewees are sent an invitation to record answers to interviewer's questions, on the interviewee's own time. When the interviewee logs in, they either see a video with an interviewer asking a question or are given the question in text form. The interviewee then has a set amount of time to answer that question while the video is recording before the next question is asked.

Use the tips provided in the online etiquette handout as well as throughout the Career Development website to prepare for the interview.

Taking the Interview

- Speak clearly.
- There is a predetermined length of time in which you may answer the questions. This information is typically provided to you in the interview invitation. Keep length of time allotted in mind when answering questions but refrain from this making you rush too much.
- Listen to the question and make sure to answer it fully.
- Sometimes you are given the opportunity to retry your answer. If you do, try to do this sooner than later without continually using this option. Do not, however, rely on this redo option as it is not always offered.
- When beginning to answer, start off with a complete sentence that essentially restates the question and highlights your response. Continue with details, always remembering to be concise and to cycle back to your original point.



LIVE STREAMING VIDEO INTERVIEW BASICS

SKYPE

- Go to Skype.com
- Create an account
- Enter the required information
- Come up with a Skype name (Make sure it is professional (your name) for interviewing purposes; you cannot change this later.)
- Download Skype
- Install Skype
- Open the Skype program
 - Sign in
- Choose a profile picture
- Configure webcam and microphone
- Add contacts (click “+” button next to the person icon above the contacts list on the left side of the application. Search by name, email address, or Skype username. Select the person you want to add. You can send them a text, call them, or add to your contact list.
- For all problems and questions: <https://support.skype.com/en/>
 - How do I answer a call? <https://support.skype.com/en/faq/FA2791/how-do-i-answer-a-call?q=how+do+i+answer+a+call>
 - How do I call someone? <https://support.skype.com/en/faq/FA10935/calling-someone-who-s-on-skype-windows-desktop?q=how+do+i+call+someone%3F>

GOOGLE CHAT/HANGOUT

- Get a Google Account (Gmail comes with it)
- Access Gmail in a browser
- Install the Google Talk and Video Chat plugin
- Download:
 - Google talk is computer to telephone (download first)
 - Google video chat adds to google talk a video chat capability (make sure you have a camera)
- Receiving a video call: <https://support.google.com/chat/answer/161987?hl=en>
- Making a video call: https://support.google.com/chat/answer/161986?hl=en&ref_topic=4510042

FACETIME (APPLE ONLY APP)

- Launch setting app from the Home screen of your iPhone, iPod touch, or iPad
- Tap on FaceTime
- Toggle the FaceTime slider at the very top to the ON position
 - For your first time, you may need to sign in using your Apple ID or iCloud user name and password and then input email address to use with your FaceTime account
- <https://www.apple.com/mac/facetime/>