

# THE CANDIDATE GUIDE TO VIDEO INTERVIEWING

Video interviews are becoming more and more common in the technology recruitment market as remote working increasingly necessitates 100% remote hiring processes. Here's our step-by-step guide for what you need to do before, during and after your next video interview to make sure you leave the right impression.

## BEFORE THE INTERVIEW



### Share the video link

Make sure you share/receive a link and test that it works when you click on it. Be sure to confirm that the time zone on the invite is also correct.

- Download the video call "app" (Teams, Zoom, WebEx etc) test it with a friend, family member or recruitment partner.
- Make sure you have quality video and audio equipment so that you can hear clearly and you can be seen clearly.

### Prepare as though it is a normal interview

Although conducted using technology rather than face-to-face, the interview is still to assess suitability from both sides.

### Prepare your surroundings

Being mindful of your surroundings is very important, people will notice your background and any interruptions (kids, pets etc.)

- Set up in a quiet room, where you can speak freely and not be interrupted.
- Check your background and either apply a "professional filter" or have a professional background that is mess free, clean and professional.
- Ensure your planned interview time is free from distractions.



We recommend you log into the video call, complete an audio, visual and network test before entering the virtual interview five minutes before the set start time. This shows you are punctual and prepared.

## DURING THE INTERVIEW



### Be aware of how the technology works

Some video calling tools only allow one person to speak, be aware of how to use the technology to engage effectively. One second pauses are useful after someone speaks to make sure everyone is heard and not being spoken over.

### Speak to the camera, acknowledge, and address all interviewers and be clear on who you are directing answers to

In a "virtual" setting, remember that acknowledging, seeing, hearing, and feeling cues are different to in-person. Being aware and doing your best to notice these cues are key to holding an engaging conversation/interview virtually.

### Turn off all alerts

Have your alerts and distractions turned off on all devices. Turn off your phone, sign out of Outlook, Facebook and all programs that send through notifications to minimise distractions during the interview.

## AFTER THE INTERVIEW



### Log off the video call

Make sure you have left the call before screaming in pure excitement at how well you performed!

Hit the close button, make sure your microphone and camera are 'off' and the call application window is closed.

### Speak with your Emanate Consultant

Please call to debrief and discuss your feedback on the interview.