



VIDEO INTERVIEW PREPARATION GUIDE

Be prepared,
be clear,
and back your
experience.



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BEFORE THE INTERVIEW



Good preparation is obvious to an interviewer – and so is the lack of it. What you do before the interview is as important as what you do in it.

Know the role

- Review the job description and identify the core responsibilities
- Prepare 2–3 examples that demonstrate your alignment with the role
- Be ready to speak to outcomes. Not just what you did, but what it achieved

Understand the business

- Read the company's website and pay attention to their purpose and positioning
- Has the organisation been in the news recently? Identify executive personnel changes, new client acquisitions, mergers and acquisitions, and changes to the macro and micro operating environment affecting the organisation
- Look into the structure of the team or division you're interviewing with
- Research the people you're meeting. You don't need their life story – just context

Prepare your story

- Know why you're looking to move – and be ready to explain it in a constructive, grounded way
- Be clear about what you're looking for in your next role and why this one appeals
- Highlight why this company and industry make sense for you at this point in your career
- Identify the key experiences you want to highlight in the interview, and how they relate to the role
- If your CV includes any short stints, gaps or career shifts, decide how you'll address them directly



PRESENTATION AND PRACTICAL DETAILS



Set up your tech

- Choose a quiet, well-lit space with a neutral background
- Use a laptop or desktop with a stable internet connection – avoid mobile where possible
- Test your camera, microphone and speaker/headphones the day before (and again 10 minutes before)
- Make sure your device is charged or plugged in
- Close other applications and turn off notifications to minimise distractions



Present yourself professionally

- Dress as you would for an in-person interview – head-to-toe
- Sit at a desk or table with your camera at eye level
- Frame yourself with your head and shoulders in view and good lighting from the front
- Have a copy of your resume and notes nearby, but don't rely on them too heavily
- Keep a glass of water handy, just in case

You don't want to lose impact because of a weak connection or poor setup. Testing and preparing your tech ensure they see you at your best.



DURING THE INTERVIEW

Most interviewers form an opinion within the first few minutes. A strong start can shape the entire conversation — even over video.

Make a considered first impression

- Log in a few minutes early to settle in and check everything is working
- Greet your interviewer calmly and professionally — smile, make eye contact, and thank them for their time
- Speak clearly and allow for slight delays — it helps avoid talking over each other
- If there's a tech issue, stay composed and communicate clearly

Give structured answers

- Listen fully before responding — don't anticipate the question
- Focus on what's most relevant to the role
- Use real examples to show how you approach work and solve problems
- Structure your answers: what was the context, what did you do, and what changed as a result (use the STAR method)
- If you go off track, pause and reset — it reflects clarity, not failure

Maintain professional presence

- Sit upright, avoid fidgeting, and stay focused on the conversation
- If you're unsure of an answer, say so — and explain how you'd approach solving it
- Speak constructively, especially when discussing challenges or past roles
- Treat the video interview with the same professionalism as an in-person meeting

Engage professionally



- Look at the camera when speaking — it simulates eye contact
- Stay engaged by nodding, smiling and reacting naturally to what's being said
- Avoid reading off your screen — it's obvious when your eyes are constantly shifting
- Mute notifications and silence your phone to prevent interruptions



AFTER THE INTERVIEW



Keep the process moving

- Take a few minutes after the interview to jot down your impressions – what stood out, what you learned, and anything unclear
- Share your feedback with your consultant as soon as possible so they can guide next steps
- If you're asked about next steps during the interview, take note and advise your consultant to manage this on your behalf
- Unless specifically advised, don't contact the interviewer directly
- Communicate your ongoing availability with your consultant

Post-interview actions get your consultant back in the game, working on your behalf. They also give you space to reflect and decide how you want to move forward.





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