

How to excel in your next video interview

Video interviews, once you're in them are not too different from in-person interviews.

Here are our top tips to ace any video interview.

BEFORE THE INTERVIEW

- Do your company and role research as usual!
- Make sure all your technology is working. Test out the meeting tool you will be using a day in advance so that you have time to fix anything that is going wrong.
- Make sure to use a laptop or desktop computer, not your phone.
- Ensure the room you are in is quiet and that the background is not distracting or messy.
- Let any family members who are at home (or who may be arriving home in the middle of your meeting) know you will be on an important call and can't be disturbed.
- Make sure your webcam is at an appropriate height and angle to capture you. Test this with a friend or in the camera application on your computer.
- Check your internet is in working order throughout the day.
- Dress as you would for an in-person interview.
- Turn your phone to silent mode and keep it just out of reach to avoid being distracted.
- Log on to the meeting on time or even a minute or two early

DURING THE INTERVIEW

- It can be very tempting to look at yourself and see how you appear to your interviewers, but avoid this, look at them, think about making 'eye contact' and being engaging.
- Logging in to a video interview can be awkward at times, waiting for everyone to get online, don't be afraid of participating in some small talk during this time.
- Avoid fidgeting or moving too much on screen.
- Keep an upright posture.
- Smile frequently and nod along to questions to show you are listening intently.
- Respond as you would in an in-person interview.
- Don't speak over others, even if you know where their question or statement is heading, wait for them to finish speaking.
- If you accidentally start talking at the same time as the interviewer, it's always good to stop and say 'go ahead', 'please continue' or 'after you' so they know they can continue, otherwise you can be stuck in an awkward few seconds where you both stop and start 2 or 3 times.
- Do not try and read off a document of pre-prepared answers. It's perfectly fine to practice your answers but it is very obvious when someone is reading from something on camera.
- Don't forget to ask questions!
- At the end of the interview, thank them for their time.

