TIPS TO PREPARE FOR A VIDEO INTERVIEW

Best Tip: Practice with someone to become comfortable with the process.

Background/Staging
- Pay attention to the background, what will be seen around and behind you. Get rid of clutter – it affects “your presentation.” Make sure there is nothing in the background you don’t want anyone to see including personal pictures, etc.
- Conduct the test in the same location you plan to conduct the video interview.
- Adjust lighting to highlight your face. Do not let light wash out your facial features.
- Have nearby any back-up equipment (extra laptop, phones, cables).

Clothing
- Dress in professional, conservative, non-fussy clothing as though you were going to be with the committee in person. Wear a jacket.
- Wear a solid/bold color. Stay away from really dark colors.
- Stay away from prints (e.g. herringbone) which, depending upon the design, lighting and camera pixels, can make your outfit “vibrate” on screen.
- Dress knowing that the committee will see you “closer up” than you will see them.

Eye Contact/Body Language/Clear Communications
- **Be sure to look at the camera not at the image of the committee on the screen:** otherwise you do not appear to be “looking them in the eye” or will appear nervous.
- It is hard to read committee body language without typical in-person conversation cues, so watch the time and limit each answer to 3-4 minutes. Be attuned to a timer.
- Be attentive to your body language -- leaning back in your chair is a no-no; lean forward to convey interest in the position and the committee. Don't rock back and forth.
- Place support things out of camera range (glass of water, a timer, notes, notepad, pen, list of committee members) so your eyes go to the side and not up/down to these items.
- Don’t be afraid to ask to have questions repeated, either because the question was long and complex or because of audio problems. Jot notes on complex questions.

Sound Amplification and Noise Control
- Microphones magnify noises and can be distracting to the committee. Avoid ruffling papers and jangling jewelry. In the same vein, speak up clearly and enunciate your words.
- Place a “do not disturb/do not enter” sign on the door of your space. Turn off your computer’s sound to eliminate beeps when new emails arrive.
- Silence all other technology EXCEPT if there should be technical issues, turn your phone back on to receive a call from your Greenwood/Asher consultant for troubleshooting.
- Ask family and colleagues to be quiet during the interview. If a family member or colleague is your resident IT expert, have that person close-at-hand but out-of-sight during the call.
- Be prepared to switch to a landline speaker phone for the audio portion since audio with Skype is not always great. If you do use this option, mute your computer microphone to eliminate conflicting noise.
MOST IMPORTANTLY --- RELAX.

Useful websites to share with candidates about preparing for video interviews

- Rocking the Phone/Skype Interview by “The Professor Is In” (for graduate students pursuing academic placements, but full of useful tips for video interviews in the academic culture) [http://theprofessorisin.com/2011/10/31/thephoneorskypeinterview/](http://theprofessorisin.com/2011/10/31/thephoneorskypeinterview/)
- How to Ace a Job Interview on Skype from Time Magazine [http://content.time.com/time/video/player/0,32068,46937715001_1933401,00.html](http://content.time.com/time/video/player/0,32068,46937715001_1933401,00.html)
- How to Handle a Job Interview over Skype by Wall Street Journal [http://live.wsj.com/video/how-to-handle-a-job-interview-over-skype/46076C01-E1F3-404C-BA0F-FACB07C685CC.html#!46076C01-E1F3-404C-BA0F-FACB07C685CC](http://live.wsj.com/video/how-to-handle-a-job-interview-over-skype/46076C01-E1F3-404C-BA0F-FACB07C685CC.html#!46076C01-E1F3-404C-BA0F-FACB07C685CC)
- 7 Deadly Skype Interview Sins from The Huffington Post [http://www.huffingtonpost.com/ming-chen/7-deadly-skype-interview-_b_1274107.html](http://www.huffingtonpost.com/ming-chen/7-deadly-skype-interview-_b_1274107.html)