



Video Interviewing

Overview

Video interviewing has become increasingly prevalent in modern recruitment processes, offering convenience and flexibility for both employers and candidates. Utilizing platforms like Zoom or Skype, employers can conduct virtual interviews, enabling access to a wider pool of talent regardless of geographical constraints. However, successful video interviewing requires preparation, including testing technology, creating a professional backdrop, and practicing non-verbal communication cues.

Do

Practice Sessions

- Conduct mock interviews with a career advisor, friend, or record yourself to familiarize with the process. Utilize practice questions if using platforms like HireVue or Zoom to get comfortable with the format.

Technical Setup

- Test your computer's audio and video quality, considering purchasing a headset with a microphone if necessary.
- Ensure compatibility with your web browser.

Platform Account Settings

- Review and adjust account photo and username for professionalism, especially on platforms like Skype.

Logistics

- Be mindful of the interview time zone to join punctually, ideally a few minutes early.
- Create a warm interviewing space with minimal distractions and suitable lighting.
- Ensure sufficient battery power if using a laptop without a power source.

Communication and Presentation

- Articulate responses clearly, considering potential internet connection issues.
- Dress professionally from head to toe, opting for solid colors and avoiding prints.

During the Interview

- Maintain eye contact with the camera lens, not the monitor screen.
- Position the camera at eye level, smile, and create depth by positioning yourself appropriately.

Additional Tips

- Minimize distractions by silencing cell phones and closing irrelevant applications.



Don't

Behavioral Guidelines

- Don't chew gum or eat during the video interview.
- Don't allow pets or potential noise sources in the room.

Camera Placement

- Don't sit too close to the camera, avoiding an overly large appearance.
- Don't choose distracting environments with cluttered walls.

Technical Considerations

- Don't conduct interviews in public or unwired settings with unreliable audio and internet connections.
- Don't rely on mobile devices for interviews.

Engagement Strategies

- Don't watch yourself on screen; maintain focus on the camera for simulated eye contact.
- Don't use visible notes on the screen, preserving authenticity in responses.

Communication Tactics

- Don't hesitate to ask for clarification during live interviews.
- Don't fidget or cross legs/arms excessively; maintain a composed posture throughout.

Source

University of Colorado Boulder (n.d). *Tips for Video Interviewing/HireVue*. Career Development. March, 2024, from https://www.colorado.edu/hr/sites/default/files/attached-files/tips_for_video_interviewing_and_hirevue_3-25-21_with_logo.pdf