



Tips for Video Interviewing/HireVue

Do:

- First and foremost, practice. Practice video interviewing with a career advisor, friend or even consider using your mobile device for recording yourself to conduct practice interviews. If you're interviewing via HireVue, take advantage of the practice questions. You will want to be comfortable with the set-up and format of the interview before the actual interview.
- Test the quality of your computer's audio and video. This is most easily accomplished by having a friend or career advisor join a practice video interview with you using a videoconferencing platform. You may need to consider purchasing a headset with a microphone, if you have a poor quality microphone.
- Use a web browser compatible with your computer. For HireVue, Google Chrome tends to work best.
- Check your platform account settings for professional content. For example, if you are using Skype, ensure your account photo and username are professional.
- Be aware of the interview time zone in order to be ready at the right time so that you can join the interview a few minutes early.
- Ideally your interviewing space should convey warmth. A background with plants and/or books, wood shelves, or a solid wall color can help, but avoid clutter. A white wall is better than a space that distracts with clutter.
- Consider the lighting, which needs to come from the direction of the computer toward you, not from behind you which will make your face look shadowed. Your interview space needs to be well lit.
- Articulate and speak clearly since your internet connection may make it harder to understand responses. For HireVue, wrap up your answers before time runs out.
- Make sure the room is quiet with no distracting sounds, movements or objects in the area. Silence your cell phone; close out your email and social media.
- Regardless of what time you are scheduled for the interview, dress professionally from head to toe. Solid colors are best; no prints. A black jacket will stand out nicely. It is better to overdress than underdress.
- Check that you have plenty of battery power, if using an unplugged laptop.
- During the actual job interview, look at the computer camera lens, not the person's face on your monitor. You can even cut out a picture of a friend and tape it so that it is above the camera lens, in order to have a human being to talk to. If you take this approach, make sure the picture doesn't cover up the lens or monitor.
- Sit eye level with the camera and remember to smile! Put some distance between you and the camera in order to create depth. However, make sure that the camera is directly in front of you and not above or to the side of you.



Tips for Video Interviewing/HireVue (continued)

Do:

- Be detailed and prepared to provide specific examples to interview questions.
- Consider your posture and body language. During a live video conference, remember to nod (and smile) to demonstrate you are engaged with the interview(s).
- Have your resume and notes with you during the interview, but don't shuffle them around or allow yourself to become distracted by them.
- Follow standard directions for conducting top notch interviews, including: research the company; employ skills statements when answering questions; have questions prepared for them; and send thank you emails immediately after the interview.

Do Not:

- Do not chew gum or eat food during the video interview.
- Do not have your pets or anything that could make noise unexpectedly in the room with you while you conduct the video interview.
- Do not sit too close to the camera, as you don't want to morph into a giant face on the screen.
- Do not conduct the video interview on your cell phone or in a public or unwired setting, like a coffee shop or your car. These conditions will make the audio challenging to hear and the internet connection can be inconsistent.
- If possible, avoid conducting the interview in a space that has anything distracting on the wall.
- Do not watch yourself while interviewing via HireVue (or any other video interview). Try to look at the camera, as it will give the interviewers the impression that you are making eye contact with them.
- Do not have sticky notes on the computer screen while you're talking; it will be apparent to the interviewer(s) that you're reading.
- During a live video interview, do not be afraid to ask your interviewer to repeat or clarify the question. If you need a minute to reflect on a question, tell the interviewer(s) that you need a minute to think about it.
- Do not move around too much and avoid bouncing your leg(s) or feet, as it can cause your lap to shake and distract from your answers.
- Do not cross your legs or arms while sitting down during an interview; cross at the ankles at most, but, preferably, sit with your feet flat on the floor.