

## Tips for video and phone interviews

**For a video interview at home**, you do a trial run a day or two before the interview, and use the same video technology that you'll be using during the actual interview.

Your **camera is at eye level** (not above or below). A poorly placed camera can result in unflattering double chins or weird shadows.

You check your **sound equipment**.

Regardless of location, you **have sent any materials** (a cover letter, CV, portfolio, etc.) that the recruiter needs in advance.

**Background:** during your test run, you have taken a look at the background that shows up in the video. A plain wall or an office-like setting is ideal.

You pay attention to the **lighting**, too. You do not want to have light sources behind you, since that will leave your face in the shadows.

On the day of the interview, you **dress professionally**, wearing the same interview attire you would for an in-person interview.

### During the Video Interview:

You have made sure the table and your **surroundings are clean** and neat.

If you are interviewing in your home, you are in a **quiet space** with no barking dogs, children, music, or other sounds. You have turned off your phone and any alerts on your computer to avoid getting thrown off by emails or instant messages during the interview.

The microphone can pick up any noise in the room, so you do not tap your pen or shuffle papers.

**To make eye contact**, you look at the camera.

**You use the same good posture** you would use during an in-person interview and avoid making a lot of hand gestures. Even with a great Internet connection, there can be lag time, and hand gestures can stutter on the screen.

**The Interview Process is** the same as an in-person interview. The interviewer's objective is to screen candidates for employment.

You are asked the same type of interview questions as in-person interview.

You are prepared to ask questions, as well.

### What Do Employers Expect to See?

Recruiters and hiring managers want to know you can do the job required, so they ask specific questions. You are prepared to **answer the questions asked**.

In your responses, you **show creativity and** relate an experience that demonstrates how you can perform the job required.

**You are presentable-** dressed and groomed appropriately, and have practiced your answers, so you have the best representation of yourself as possible.

You are aware that videos are a great way to stand out from the other applicants who have only their paper applications or online text resumes. The best videos get forwarded and replayed many times.

**You have your CV and cover letter ready.** Your experiences and best points match what you're saying in the video.

### Brilliant Job Interview on the Telephone

Your voice and preparation are your main assets for a brilliant telephone interview. If you follow the steps given by Laura DeCarlo ([https://www.job-hunt.org/job\\_interviews/telephone-interviews.shtml](https://www.job-hunt.org/job_interviews/telephone-interviews.shtml)) you will be guided successfully through the telephone interview:

**1. Do your research of the company.** Based on it, have questions to ask, if the opportunity arises.

Then you will look interested in the company. And it should also help you to determine, if you really want to work for this employer.

**2. Know whether you can take the call when it comes.**

Your call should be scheduled for a time when you can focus completely. Be in a quiet place where you are comfortable and unlikely to be interrupted. Find a good environment for a phone call.

**3. Have the documentation you need at your fingertips.**

Having easy access to the company and job information will allow you to confidently respond to questions without fumbling regarding which job you are talking about. So have a copy of both the job

description and a copy of the CV and a cover letter you submitted in front of you before the interview starts.

**4. Take notes.**

If possible, take notes during and immediately after the call.

**5. Know your answers to the common questions.**

Brief "yes" and "no" responses will not move a telephone interview forward.

**Paint visual pictures** with your words by telling stories that demonstrate results you achieved or contributed to. Answers that express who, what, when, where, how, and why will make you stand out.

**6. Smile while on the phone!**

You will find that you sound more upbeat and engaged when you do this.

**7. Focus on your language and voice.**

You have only the power of your voice in a telephone call. Speak clearly, stay upbeat, and use positive language. Modulate your own tone and word choice to make a positive impression.

**8. If you have a web portfolio or a complete LinkedIn profile, direct the interviewer to it, if possible.**

**9. Avoid selfish questions during the interview.**

Now is not the time to ask about benefits or salary.

**10. Express your interest in the opportunity and the employer.**

As the call is ending, thank for the opportunity to speak with them about the job, and express your interest in having an in-person or a video interview.

**11. Don't hang up without asking for the next step.**

If an in-person interview is not scheduled at the end of the call, find out when you can follow up with the employer. Be sure to ask for contact information of the person who will be your contact.

**12. Send your *thank you*, immediately.**

Write a thank you letter and email it as soon as you can after the interview.

Don't just say thank you! Make a point of reiterating your strengths and value for the position.