

IRONBOUND USA Resource Guide

The Video Conference Interview

MUST Do's - before interview

Practice makes perfect.

Do a practice session(s) with someone before the interview. You must practice watching the camera and not the screen. This will make you feel more comfortable answering the commonly asked interview questions. The more you practice, the more confident you will be. Simple.

Technology

Make sure the technology works in advance. Sounds obvious but things always take longer than expected. Make sure you are prepared in advance. You never want the other person to wait for you for all the obvious reasons. A suggestion is to try recording yourself when you practice which will test your technology.

Position the camera and frame yourself

The camera should be the same height as your head and angled a little bit down. Prop up your laptop if you need to. You look better when the camera looks slightly down on you.

Lighting

You want to look your best and if you don't have the proper lighting you will not look your best. You want to frontlight yourself not the computer. Avoid the camera pointing into the window- this is too bright and makes it difficult for the interviewer to see you. If natural light (window) is not available you can use a floor lamp or another lamp positioned close to you to help with the lighting. <https://www.youtube.com/watch?v=FMex-9FyljU>

Dress the part - be professional

A professional dress code with video interviews is expected. Wear dark solid colors not patterns. Patterns can be distracting and often appear differently on screen than they do in real life.

Prepare your surroundings. Clean up your room. Quiet

Pick a quiet place to interview- not noisy or too much going on in the background. Keep it tidy and clean. If it's a mess it is a bad good reflection on you. Neutral is best.

Be ready at least 20 minutes in advance of your interview

This gives you time to take care of any last minute emergencies and makes you calmer and more positive during your interview.

Just before you begin – calm yourself

2 minute power pose to relax yourself and get the positive energy flowing.

Amy Cuddy TED talk on body language http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are?source=email#UmB_e77sUR0_email

TED talk on stage fright and physical reactions: <http://blog.ted.com/2013/10/16/required-watching-for-any-ted-speaker-the-science-of-stage-fright/>

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MUST Do's - during your interview

Look at the camera, not the screen.

It is very tempting to watch yourself or your interviewer during a video session, but looking directly at the video camera is the only way to maintain direct eye contact with your interviewer. We all know eye contact is critical. Try to make eye contact around 60% of the time. If it helps and is possible put a picture of the person close to the webcam – sounds crazy but this way you won't be tempted to look at the screen.

Need to DO's

Watch out for the delay

Most likely there will be a slight transmission delay. It's important to be aware of this delay and to pause to ensure that your interviewer has finished speaking before you speak. If you don't you will be speaking over the interviewer.

Close other programs on your computer.

Getting emails or notifications during your interview is distracting and unprofessional. Before your interview, make sure all other windows and programs are closed.

Ask if the connection is clear when you begin.

It's always good to make sure the other person has their technology working properly before you start. It shows you are considerate and professional.

Body Language

Good Posture

Sit up straight. Good posture conveys that you are professional and relaxed.

Don't fidget or move around too much

Small gestures and nervous habits are magnified on camera, so beware that hair-smoothing, pen-tapping and other nervous gestures look really bad. Be mindful that shuffling papers around makes distracting noises which will be picked up by your microphone.

Speak clearly and slowly

The sound system should be enough, so you do not need to shout. Allow the other party to finish speaking before beginning your response.

Be enthusiastic

Any news announcer will tell that your reactions translate differently when on-screen, so it's important to compensate with extra enthusiasm and concise answers. Speak clearly and have a good energy level. Don't be shy. Go for it.

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BODY LANGUAGE DECODED

Up to **93%** of communication is non-verbal.



HOW COMMUNICATION IS CONVEYED



55% HUMAN FACE

38% TONE OF VOICE

7% ACTUAL WORDS

+ POSITIVE BODY LANGUAGE

- NEGATIVE BODY LANGUAGE

HEAD NODDING
shows patience, understanding

MAINTAINING EYE CONTACT
shows interest, confidence

SMILING GENUINELY
shows positivity, warmth

LEANING FORWARD
shows interest, concern, understanding

FURROWED BROW
shows confusion, disagreement, discomfort

LACK OF EYE CONTACT
shows discomfort, dishonesty

FROWNING
shows discomfort, disinterest, tension

LEANING BACK
shows resistance, disinterest, doubt

6 BODY LANGUAGE SECRETS FOR YOUR NEXT ONLINE INTERVIEW

FRAME YOUR FACE.
Adjust your webcam to show you from mid-torso to just the top of your head.

SET THE SCENE.
Test the lighting and make sure the background isn't distracting, messy or cluttered.

DON'T FIDGET.
Not only do you reveal your anxiety, but you also risk muffling the audio.

MAKE EYE CONTACT.
Look directly into the camera when you're talking—not down at the monitor.

SUIT UP.
Style your hair, and dress professionally—jacket, dress shirt (and tie, for men).

TRUST YOUR TECH.
Test the app and practice before the interview to get comfortable with the tech and avoid surprises.

Source: PGI Online