



Video Interview Basics

Our Favorite Videos About Video Interviewing

- **Lynda.com Library Edition**
 - **Access** at www.nlpl.org/lynda (Use your library card number to log in. Your default PIN number is the last 4 digits of your card number.)
 - **Video Interview Tips** (25 minutes), <https://www.lynda.com/Business-tutorials/Video-Interview-Tips/2806192-2.html>
 - **Interview Master Class** (58 minutes), <https://www.lynda.com/Business-Skills-tutorials/Interview-Master-Class/728379-2.html>
- **How to Look Good in Skype Interviews** by NTD Training (YouTube), <https://goo.gl/UEBO1b>
- **How to Do a Video Interview** by HireVue (YouTube), <https://goo.gl/5qkJ6h>

Before the Interview

Even if you don't have a video interview scheduled, it's a good idea to have a plan. Use these tips to practice your video interview.

1. **Pick a quiet place** with no excessive background noise, whether that's a phone ringing, kids playing, people talking, or technology beeping. All of the noise can be picked up during your video interview. Make sure your phone is on silent, and that kids, pets, and significant others will not bother you during the interview.
2. **Pick a clean space** that is free of clutter. The room should be neat and attractive. Don't interview in noisy coffee shops, or rooms with laundry scattered around. Clean up your computer desktop, choose a blank or more professional desktop image, and clear your browser history—or use a dedicated, clean computer login—if you will be screen sharing. Turn off any notifications.
3. **Choose a place where you can speak freely.** Don't interview at your current job.
4. **Plan ahead.** Use the resources here to learn how best to prepare for your interview. Clea We won't be able to supply you with technology and a quiet space if we don't know you need it ahead of time. You'll feel much calmer if you know it's taken care of early, too!
5. **Use quality audio.** Use a good headset with a microphone, or a quality plug-in speakerphone, for the best voice quality. Relying on your laptop microphone will not give you the best sound, and might produce feedback during the interview.
6. **Practice!** Have a practice session, so you can see how you look when you're captured on video. Some companies have a practice option available; be sure to take advantage of that. Use practice questions

7. **Check your lighting and outfit.** If you're practicing with a colleague, or friend, ask them to comment on your lighting, your background, and how you look on video. Pick out your clothing (and makeup, if applicable) early and wear it in your practice sessions. Avoid lighting that casts shadows on your face. Natural light is best.
8. **Raise your laptop or computer off of your desk.** You can use a book or two, so that your camera is closer to your eye level. Often when you're participating in a video you don't realize that your computer is low on your desk, and you're looking down. Looking down conveys negative body language, and that you're not looking someone straight in the eyes.

The Day of the Interview

1. **Eat healthy.** Don't eat foods that might make you nauseous or lightheaded. Even if it's an early morning interview, don't subsist on coffee alone. Peanut butter on toast is my go-to quick breakfast.
2. **Dress to impress.** Don't wear your everyday clothes just because you're not going to their office. Even if you're interviewing for a job that won't require "office clothes," looking good at your interview still shows that you respect yourself and others. The video may be focused on your upper half, but you should dress *all* of you! No pajama pants and slippers. ;) Expect to have to stand up, just in case.
3. **Be early and test your tech.** Set up ten minutes to an hour beforehand, depending on your comfort level. Don't wait until the last minute to sign in! When you're in a rush, the technology will fail.
4. **Have a Plan B.** What are you going to do if your technology fails? If you have a tablet, could it be your backup? If nothing's working, keep your cool and contact your interviewer on the phone. Apologize for the issues and calmly ask to reschedule.
5. **Look at the camera, not the screen.** This feels awkward at first, but is far more engaging to your interviewer. If you look at the screen, the interviewer will see you looking down, talking into their lap. Not a good look!
6. **Don't move around a lot.** Stay steady and calm. If you need to fidget, try to fidget with something that is noiseless and out of the camera's eye.
7. **Keep water and tissues nearby.** It's good to have in case of rogue sneezes and coughing fits.
8. **Stay focused and present.** Even if your interview runs long, resist any temptation to check on your email or social media channels. People can tell when you're paying 100% attention and when you're not. Even though your interviewer can't see your computer desktop, you still want to be a courteous interview guest. Remember, email alerts and notifications can all wait.

Practice Questions

- **Practice Interview Questions** by The Balance
<https://goo.gl/XinvDI>
- **Inc.com's 8 Questions Every Candidate Should Ask During a Job Interview**
<https://goo.gl/Uk6urv>

- Forbes.com's **10 Job Interview Questions You Should Ask**
<https://goo.gl/pdyz7B>
- Forbes.com's **30 Questions You Should and Shouldn't Ask in a Job Interview**
<https://goo.gl/3mkl5U>

Lynda.com Courses on Resumés

- **Writing a Resumé** (2 hr 40 minutes),
<https://www.lynda.com/Business-Skills-tutorials/Writing-Resume/429634-2.html>
- **Resumé Makeover** (1 hour 55 minutes),
<https://www.lynda.com/Business-Skills-tutorials/Resume-Makeover/706909-2.html>
- **Skilled Trades: Resumés & Portfolios** (20 minutes),
<https://www.lynda.com/CAD-tutorials/Skilled-Trades-Resumes-Portfolios/5043072-2.html>
- **Skilled Trades: Interviews** (1 hour 40 minutes),
<https://www.lynda.com/CAD-tutorials/Skilled-Trades-Interviews/806152-2.html>
- **Writing a Tech Resumé** (55 minutes),
<https://www.lynda.com/Developer-tutorials/Writing-Tech-Resume/2254042-2.html>

More Courses on Resumés & Job Skills

- **GCF Learn Free's Work Courses**, <https://edu.gcfglobal.org/en/subjects/work/> — Resumés and interviews are under "Applying for Jobs"

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