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PREPARATION FOR A VIDEO INTERVIEW

How to Prepare for Video Interviews

To ensure that you are fully prepared for your upcoming video interview, we would like to share our best practices with you for making a good impression and minimizing the distance that a first contact with a camera entails. First important recommendation, take 15-20 minutes to prepare your surroundings before your video meeting. Secondly, be sure to turn off all your computer and cell phone ringtones.

The Chosen Environment Has a Huge Impact on The First Impression

✓ Choose comfortable seating and preferably noiseless. A squeaking chair or other sounds could distract you and also distract the other party.

✓ Sit in a room where you will be alone and in a position to give 100% of your concentration to the video interview. You should feel free to speak clearly. Your voice should be at a volume that your computer's microphone can hear. Watch out for the echo in the room.

✓ Choose a presentable, simple and clean environment. Art piece, storage furniture or the like are not a problem. No need to look for a white and empty wall. We suggest avoiding virtual backgrounds during your video interview, a simple room in your home is still the best solution.



What you should see on your screen approximately



Above you can see a set up where we used books to elevate the computer.

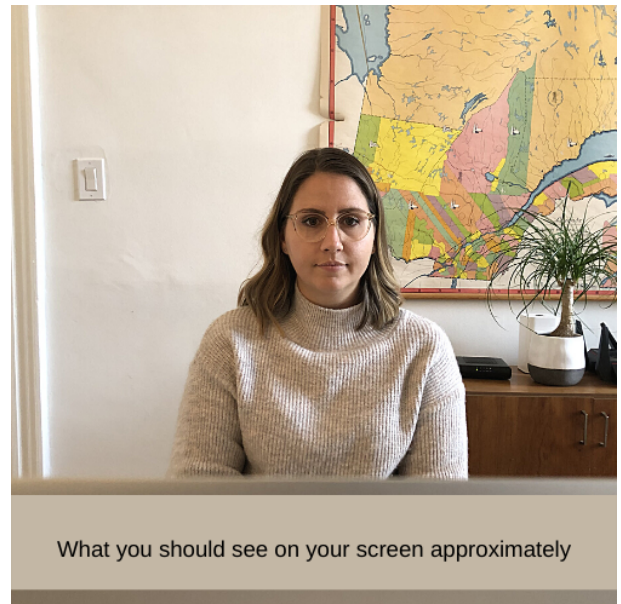
Brightness of the Room Will Significantly Promote the Eye Contact

Why put so much importance in light? The answer is simple, since we want to reproduce a situation that would most closely resemble a regular interview, we want to focus on the elements that best communicate your "person". We are talking about your facial expression, eye contact, and body language here. The brightness will allow your interlocutor to see these elements clearly on the camera.

✅ Open a lamp or two on the front of you or diagonally of your seat, behind the screen off course. No need to shine the light directly on your face, you will be more uncomfortable than visible, and your comfort is palpable on camera. Move lighter lamps if that's possible for you.

✅ Use the camera application on your computer to verify that the light choices you have made are appropriate. Do not hesitate to test your setup with someone neutral.

✅ Ideally, a natural light source facing you or on one of your sides would be the desired brightness. If so, do not let the sun blind you.



By taking the necessary time to make a proper set-up, you will be able to avoid some simple mistakes like these:

- ❌ Avoid opening lights on the ceiling, although they are powerful, they will darken your facial features extremely.



- ❌ Avoid windows behind you, especially in the view of the camera. This position will create a backlight that will make you less visible.



How to Position Yourself in Front of the Camera

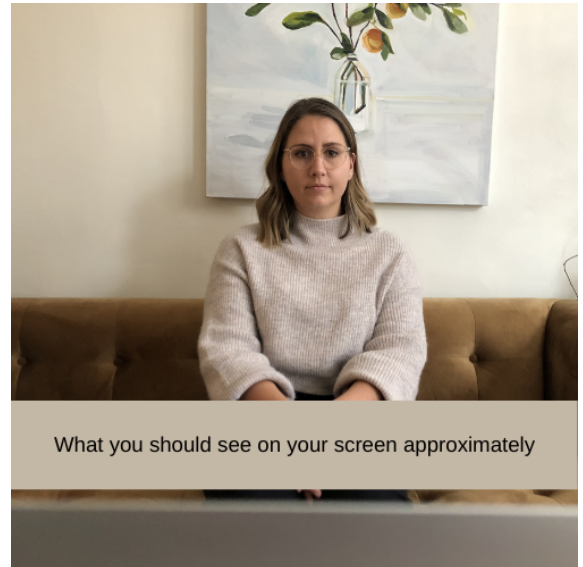
✓ Make sure your camera is at the height of your nose. You can place books, a shoebox, or other flat, stable objects under your computer to raise it or change the height of your chair. This way, the other person will feel your eye contact even if you are looking at their image on the screen and not directly on the camera.

✓ Position yourself about 1 meter away from your camera or an outstretched arm's length from your computer keyboard. Thus, your interlocutor will be able to see your gestures and minimize the barrier that the camera can create. Pay attention to your movements, you have to stay in the frame.

✓ It is best to use horizontal framing if your video tool allows it (Teams, Zoom, Skype, Facetime or other tools).

✗ Avoid cellphones if possible, the screen is small and the feeling of "real" conversation is not maximized and is often unstable.

✗ Avoid looking at your image on camera. It is often found at the ends of your screen. When you look at your image, even quickly, you break eye contact with the other person. If the temptation is too great, you can remove your image in the application's settings or just cover your image with a Post-It.



General Things to Remember

- ✅ Arrive prepared for your interview. Avoid leaving your computer during the 60 or 90 minutes of the video interview.
- ✅ Wear adequate clothing that will demonstrate your professionalism, from head to toe.
- 💡 If you want to take notes during the interview, we suggest that you alert your interviewer at the start of the conversation since your movements will most likely be outside the scope of the video.
- ❌ Maintain eye contact with your interlocutor throughout the meeting. If you are working with more than one screen, make sure your app and camera are on the same device to avoid too elusive eyes. The other person might interpret this as a lack of interest in the meeting. Pay close attention to this element. The same goes for anything that might distract you during the interview.
- ❌ Do not do things in a video interview what you would not do in a regular interview.
- ❌ Do not pick up or move objects in your surroundings for no reason.
- ❌ Do not touch your computer keyboard, your microphone is near the keys.

You are now ready for your interview, have good meeting!