



ACING A VIDEO INTERVIEW

WORKBOOK



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1) Familiarize Yourself with the Software (00:01:36)

- No matter how well you think you know the software, test it out a day or two ahead of time, and again about 45 minutes before your interview starts
- This gives you time to troubleshoot if there's a problem
- If you're not prepared and something goes wrong with the technology this can throw you off and cause nerves Make sure there are no surprises!

2) Lighting and Camera (00:03:08)

- Set a lamp up behind your camera- you do not want to look as though you are sitting in a dark room
- Be aware of the color backdrop and color of the clothes you are wearing
- If you have a fair complexion, a white background is not going to be flattering
- Make sure there's a contrast between for complexion, the clothes you're wearing and the backdrop
- Have the camera pointed either directly at you or looking slightly down at you
- Having the camera pointed up at you can give the appearance of a double chin or you can easily see up your nose
- Stack your computer on some books to bring the camera to eye level or slightly above

3) Make Sure You Have a Professional Background (00:05:03)

- DO NOT DO AN INTERVIEW FROM YOUR CAR!!!
- Think of what image you want to portray

Example: *laying in a recliner portrays a message about you*

4) Eliminate Distractions (00:06:16)

- If working from home, make sure there is not a dog barking in the background
- Make sure children know that you are busy
- Cell phone and home phone are silenced
- Close your email and all open browsers before starting this interview
- Make a checklist of possible distractions before your interview to ensure all bases are covered

5) Know Where the Camera Is (00:08:10)

- If interviewing with a committee, there may be several image boxes on the screen
- When someone asks a question, do not look at that box, look at the camera throughout the question
- This makes it appear as though you are making eye contact with the person asking a question

6) Treat it Like a Real Interview (00:09:33)

- Dress as though you are meeting them in person
- Just because this interview is being performed via camera does not make it casual
- A polo is not acceptable
- Prepare yourself as though this is every other interview
- Anticipate how you will answer questions
- Treat this interview formally

7) Sell the Developer not the Manager (00:11:01)

- In a video interview you have less time to sell the developer
- Know and sell the high points of your career
 - Jobs created
 - Projects gained
 - Businesses expanded

8) Do Not Use Notes (00:12:12)

- It is extremely off-putting to see someone constantly looking down or off to the side to read notes- you're no longer making eye contact
- You should absolutely prepare, but know your talking points ahead of time

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