

How to Ace the Video Interview

55% of employers use video interviewing—here are some tips to help you succeed!

Prepare for the Interview

Spend time knowing who will interview you and how the interview will be conducted. Some companies use an asynchronous format where you answer prerecorded questions and save your answers. What time zone is being used? Do you have a back-up phone number for the interviewer to call in case of disconnection? Research the company online and prepare as if you were going to an in-person interview by practicing answering potential questions. This link might help: www.k-state.edu/careercenter/students/interviews/index.html. Have a list of questions you want to ask. Wear a *complete* professional business outfit, have a notepad and pen available, and silence any distractions such as your phone or other apps. If necessary, post notes from your resume on the wall behind the screen.

Set the Scene

Choose a location: Choose a quiet location with few disturbances. Consider possible distractions (lights turning off, roommate noise, or people walking in). Make sure the wall behind you is clear of anything distracting and your clothing contrasts the color. The KSU Career Center has rooms available to reserve for video interviewing. You might also consider using a professional virtual background if needed.

Prepare technology: Make sure whatever device you are using is fully charged with extraneous applications closed and a clean camera lens. Get used to the system before the interview begins. An employer may use a variety of programs such as: Zoom, Skype, Google Hangout, Facetime, or a webcam. Ensure you have the correct program downloaded and running with enough time for the interview to begin on time.

Checking image and sound: Ensure that your camera and your microphone are functioning properly by recording a video of yourself. The Career Center webpage has a link to [Big Interview](#) to help you prepare. For the interview, be sure there is not lighting behind you and consider placing light in front of you and to either side. Additionally, use the rule of thirds and place yourself off center on the screen. Check to ensure there are not distracting noises in the background.

Establish Presence

When the call begins look directly at the camera, establishing eye contact with the interviewer. Use positive body language, smile often, and do not over use hand gestures or touch your face. Pause briefly after each question before you respond and nod to let the interviewer know you heard the question. Speak clearly in a conversational tone using your voice to convey humor or emotion, but keep your answers specific and to the point. What you say and how you say it is very important to conveying meaning.

Ending the Call

Thank the recruiter for their time and be sure the connection is closed before you do anything else. Send a follow-up thank you note to the person who interviewed you.