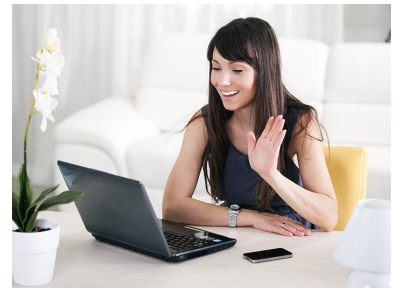


PREPARING FOR VIDEO/VIRTUAL INTERVIEWS



REMEMBER:

- ✓ **If possible, avoid using a cell phone or tablet for video interviews.** You want a stable, reliable device with a camera that can be positioned without requiring you to manually hold the device.
- ✓ **Do not have any light behind you** (even if it is from a window). When light hits a camera, it compensates by going dark, which makes you look like a faceless shadow.
- ✓ **Have light facing you.** That is how they make people look good on TV.
- ✓ Mind your background. **No bathrooms in view or anything distracting behind you.** Move pets and children to another room.
- ✓ Use an ethernet cable to connect to the internet and turn wifi off. **Wifi is convenient, but it has speed and connection issues**, which makes you constantly appear 2 seconds behind the conversation.
- ✓ **Find a quiet place to record** – if people have to strain to hear, they will feel annoyed.
- ✓ Restart your computer **20 minutes before the interview**. Even if it is a Mac. It is the best way to ensure background programs are not taking resources away.
- ✓ Turn off any programs you do not need – even web browsers can be resource hogs.
- ✓ Pause (or shut off) programs that upload or download files in the background. Look for programs you do not often think about, like 'DropBox' or cloud backup software.
- ✓ **Position yourself so you are in the center of the camera.** If you slouch, you will look like a little head in the lower corner of the interviewer's computer screen, which makes you appear weak or disengaged.
- ✓ Be sure every visible part of you is dressed the way you would for an in-person interview.
- ✓ **Shift your focus between the camera and the faces of your interviewers.** If possible, you will want a small screen to see how you are appearing to interviewers, but if you are staring at yourself, you miss out on how interviewers are responding to you.

