

The Video Interview Checklist

Video Interviews During Social Distancing and our New Normal



Credit Getty Images

The Corona Virus Pandemic continues to rock the employment landscape in the PNW and across the globe. Many of our clients and candidates are finding ways to adapt to this new age of social distancing and maintain hiring momentum by moving to 100% Video Interviews.

It doesn't matter if you are using [Zoom](#), [Teams](#), [WebEx](#), [Skype](#), [GChat](#), [Chime](#) or any of the other excellent services - preparation is key to make a virtual interview as impactful and memorable as an in-person interview.

Our recruiters have spoken with our candidates and clients to catalog some best practice tips to help you nail your next video interview.

Before the Interview

Test your technology & connection

Try this with a friend or family member who may also be stuck at home. The last thing you want is to discover your microphone, camera, or speakers don't work at the time of your interview.

Pro Tip – *The more time you can spend with video calling application in advance the better. You'll discover the little tricks you'll need to quickly mute or disconnect the video feed when a child, partner, or pet make an impromptu visit.*

Let there be light!

Having a source of light aimed at you from behind the camera helps your interviewer see you better. Try to ensure the room you're in is bright enough while also minimizing any 'back lighting' from behind you that could wash out your image.

Have a copy of your resume ready

Many interviewers like it when candidates can walk through their resume. Have it on hand (hard copy if possible) so that you can reference it as needed.

Dress the part

Many of us who are working from home these days may be stretching 'athleisure' to a point of no return but do your best to dress the same way for a video interview as you would for an in-person interview.

Pro Tip – *Check with the interviewer or online reviews to see what the employers on-site dress code / culture are like in advance and dress to match.*

Have an alternative phone number ready

Data Centers are running hot these days with more internet traffic than normal. If your video fails or you have trouble connecting again have the interviewer's phone number or conference dial-in information ready.

During the Interview

Seat yourself against a plain, neutral background

You want to make sure of two things: 1 - you appear professional and not like you are lounging on the couch (or worse, your bed!!), and 2 - you don't want the interviewer distracted by your home-office, dorm, playground, school, that your home has become.

Pro Tip – *Remember 'selfie' tips. Make sure that you don't set yourself up for an unflattering appearance. Something to prop up your laptop if you are using the built-in camera. Ideally, you would like the camera at about eye level.*

Close other applications & silence your phone

You don't want any messages popping up, errors, freezes, crashes or random noises interrupting. Don't risk it - close them all.

Pro Tip – *Many phones have a Do Not Disturb (DND) feature, this would be a great time to use it. If you are concerned about forgetting to take this setting off, simply leave your phone in another room.*

Attach sticky notes around the screen with questions for the interview

This is an excellent "Hack" to make sure that you don't have to flip through or scan your notes to find your questions / talking points.

Do your best to keep children, partners, pets (EVERYONE) from the room for the duration of the interview

Make sure that everyone is aware of what you are doing, the importance of leaving you alone for _____ expected time, and to know it isn't a request but a NEED.

Pro Tip – *You're human. Most recruiters / hiring managers will understand an interruption. Just focus on not getting flustered or too anxious about an interruption if it happens.*

Have pen and paper ready

You should take notes about the information you learn throughout the course of the interview (remember those questions you are going to be asking) and the last thing you want to do is be the annoying person whose keyboard can be constantly heard *click, click, clicking* while others are talking.

Have a glass of water nearby

Have a glass of water close by just in case you get cotton mouth or need a quick break.

Pro Tip – *Stay away from coffee, soda or other drinks with caffeine. They are more likely to make you more anxious or jittery in front of the camera or simply need to use the bathroom.*

After the Interview

Send a thank you note and take a break

Any additional gesture you can do following an interview to strengthen your connection to the interviewer and express interest and excitement for the role is appreciated. Send along a short thank you note quickly and then un-plug for a bit, you deserve a break.

We hope these Tips help! How else can we help you?

Have a staffing need you'd like to discuss? Are you a professional looking for either a contract or full-time position in the Northwest? We're here to help. We approach every opportunity with integrity and a passion for helping our clients and community thrive.

Please contact us at info@hanselltierney.com.