

Job Interview: Video

Cost of gas and freeway traffic make video job interviews with Skype and Apple FaceTime popular among employers. Employers use video job interviews to quickly see, talk to, and evaluate job seekers. Then, job seekers who pass the video interview are invited to an in-person interview. How do you prepare for a video interview? First, go to Skype or Apple FaceTime (that employer and you decide to use), and download the software. Create an account username that sounds business-like. Upload a picture that looks business-like.

Before Video Job Interview

- Employer will call, text, or e-mail you before the video job interview to exchange connection IDs. Write down information the employer provides to set up the video connection for the job interview.
- Learn how to use Skype or FaceTime. Practice with your friends before the job interview! Make sure you have solved any computer problems. Practice smiling with a friendly expression on your face. Make eye contact with camera, not screen, so it looks like you are making eye contact with interviewer.
- Decide what to wear for the video job interview. Dress as if you were at a regular interview — you are! Solid blue colors (royal, navy, and sky blue) look good on video while bright colors like red appears too bright. Patterns, plaids, or dots distract from the person. Clunky jewelry is noisy.
- Dress for video interview head to toe; not just top half. What if you need to get out of your chair? You do not want the employer to see that you are wearing sweat pants. Does your hair style look business-like?. Is there proper lighting so your face is free of shadows?
- Prepare a quiet place for the video interview. Keep extra noise out of the room — pets out, children out, other people out, cellphone off, other computer software off, signed out of social media accounts.
- Create the background behind you that makes you look best such as a neutral color blank wall so that you are the focal point for the viewer.
- Make sure the web camera is eye level with you so that you look your best. Some laptops require the user to look down at the camera, and that is not a flattering face view. Place your laptop on some sort of stand to bring the camera eye level.
- Have some yellow sticky notes on your computer to remind you of things to say to the interviewer. Have a paper and pen **nearby** to take down information. Keep your resume **nearby**. Keep an orderly desk.
- Be at your computer 15 minutes before the video job interview time. Set up video conference software so you are ready to go when the employer contacts you.



During Video Job Interview

- When the interviewer connects: smile, make eye contact with the camera, and say greeting — "Hello Mr. Smith. I am Jim Jones. Thank you for this video interview."
- Sit straight up in a hard chair. Relax your shoulders so you do not look stiff. Smile. If something goes wrong, stay calm. Do not let computer problems throw you off your game plan.
- You may take a few moments to think about the question. Remember to use answers for the interview questions that you practiced before the interview. It is easy to talk over people because of the delay in sending video signals. So, **wait** for the interviewer to stop speaking before you answer.
- Small gestures and nervous habits are magnified on camera, so do not: 1) fiddle with your clothes; 2) smooth your hair; 3) twist a paper clip; 4) jiggle a pen; or 5) shake your feet nervously under the desk during the interview because your entire body will appear to shake.
- Be yourself. Listen to learn about the job opening and company to find out if you want the job.
- At the end of the interview, tell the interviewer that you value the opportunity to meet in person. This proves interest to the interviewer. You may ask, "What is the next step in this interview process?" and "I would value the opportunity to talk to you in person about this job opening."



After Video Job Interview

Write a thank you note to the interviewer at the company's address. Send your thank you note the next day after the video interview. You may say, "Thank you for the job interview. I enjoyed talking to you about the job opening. The Home Store has excellent products and customer service. I hope that my skills and experience qualify me for a cashier position on your team."

QUICK CHECK:

1. What 2 things are making video job interviews popular among employers?
2. a) Why do employers like to use video job interviews? b) What happens to job seekers who pass the video job interview?
3. What 2 things need to be business-like?
4. How do you learn to use Skype or FaceTime?
5. Why do you make eye contact with the camera?
6. a) How do you dress? b) What colors are best? c) What distracts from the person?
7. Why do you dress "head to toe"?
8. List 5 ways to prepare a room for the video.
9. Why is it important that the camera is eye level?
10. a) For what do you use sticky notes? b) What 2 things do you keep nearby?
11. a) What 3 things do you do when interviewer connects? b) What do you say?
12. a) How do you sit? b) Relax what? c) For what should you wait? d) Why?
13. a) What is magnified on camera? b) List 5 things to not do.
14. a) What do you tell interviewer at the end of interview? b) What may you ask?
15. Write down the 4 sentences you may say in the thank you note.
16. You are the manager of several clothing stores. a) Write down 5 questions you would ask job seekers during a video job interview. b) Do you think video job interviews are a good way to find good workers for your store? c) Give a reason for your answer.