



How to Prepare for a Video Interview

Many job interviews are now being conducted online via video link. Here are some practical ways to help prepare yourself for a video interview.

Preparing yourself

Think about how you will present yourself

Just because it is a video interview, you still need to look professional and make a good impression. The way you look helps with the way you feel and can give you great confidence on the day.

- Choose an outfit that you feel comfortable in, is professional and you feel good wearing it
- Choose something that you would wear to a face to face interview
- Your hair should be clean and neat
- Keep your make-up to a minimum
- Do a practice interview. It is good practice to record yourself so that you can see how you look and sound and then you can work on anything you need to improve
- Position the camera at a distance so you can see your head and shoulders.

Try to remain focused

At least 30 minutes prior to your interview, do a final check of the device that you are using and make sure that everything is working, charged and your internet is connected.

- Give yourself plenty of time so you do not need to rush
- Take a few deep breaths, meditate, or do something that helps you relax and calm your nerves
- Sit down at your location at least 10 minutes prior to your interview so you are prepared
- Have a glass of water and a notepad and pen beside you
- Go over any questions that you want to ask
- Switch your mobile phone to silent mode
- Focus on looking at the interviewers' face and avoid looking all over the screen
- Your body language is important. Sit up straight, try not to slouch or lean back
- Try to keep your arms folded in your lap to avoid fidgeting
- Nod and smile often to show that you are listening and engaged in the interview



Creating the right space and environment

Do your research

Get to know the company, be prepared for any questions they might ask you.

- Research the company and find out what their missions and goals are
- Use this as a talking point to discuss how they fit in with your values
- Become familiar with the role by reading through the job description
- Make notes of how you fit into that role
- Think about your skills and experience and how you can bring them into the company
- Write down a list of questions that you might be asked during the interview and think of how you will answer them. See the [Interview Question Bank](#) resource or search for interview questions for that occupation
- Have the organisations number handy just in case you have any issues with technology or during the interview.

Check your technology

Make sure your computer and software are ready for the interview to reduce issues on the day.

- Find out which program or app you will be using. You may need to set up a profile if using a platform like Zoom. (always use your name, nicknames are not appropriate)
- If you are using a tablet or mobile phone, try to place it in front of you and leaning on something
- Check your camera, webcam, make sure your lens is clean
- Check your microphone or headphones are working
- Make sure your device is charged and you have easy access to power if needed
- Close any background apps and tabs and turn off any notifications.

Prepare your location

Find a suitable spot in your home where you will not be interrupted.

- Choose a room where family members will not be walking in and out of
- Check your lighting, natural light is best. The interviewer should be able to see you clearly.
- Check your background to make sure there is nothing there that you would not want your potential employer to see.
- Clear away any clutter.



If things go wrong, Do Not Panic

- If your computer freezes, try to restart as quickly as you can.
- If you cannot get the program to work, you may need to give the interviewer a call.
- If you are interrupted by someone, simply apologise and deal with the situation calmly then continue.
- If your internet is not working on the day, you will need to phone the interviewer to let them know and arrange for another meeting.

Checklist:

- Professional outfit selected
- Prepared possible interview questions and responses
- Researched the company
- Company or recruiters number written down and nearby
- Ready and set up in a quiet room where I will not be disturbed
- Lighting in the room is good
- Space in the room behind me is clear and clean
- Technology is working properly and charged
- Internet/WIFI working
- Camera and Microphone working and on
- Video conferencing App is downloaded and working