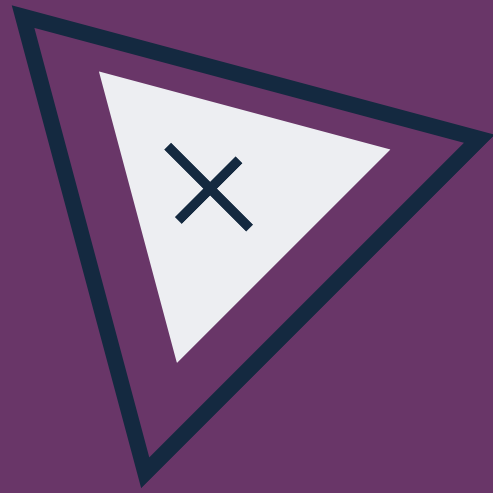


# Let's Get You Ready For Your Video Interview



Take a deep breath. Be your professional and charming self. Present your value and brilliance.



## Important Things to Remember



### 1 Preparation calms nerves

Test your computer, webcam, or phone in advance. Be sure you know the microphone and speakers are set up. If possible create a video to see how you look and sound. Position camera lens at eye-level.

# 1

### 2 Explain your work history

Have your submitted resume in front of you. Choose a situation/project or two about what was going on when you arrived and how you made positive contributions. Use descriptive quantifiable terms.

# 2

### 3 Your video may be viewed by others

The session will be recorded and likely viewed by other decision makers. Project your personality, professionalism, and enthusiasm through the camera. Smile often. Sit up straight to project your voice.

# 3

### 4 This is a real interview

Do your research on the company and industry. Arrive confidently ready to have a professional conversation that may go in any direction. This is your opportunity to convey your interest and knowledge of the industry.

# 4



**RESUME  
& CAREER  
SERVICES**

### 5 Ready for your close up

- Close open tabs to conserve bandwidth
- Lighting - turn on lamps or move near window
- Check background - declutter, if necessary
- Tell everyone you are on a business call - quiet
- Turn off devices that might ring unexpectedly
- Dress as if in an in-person interview
- Position yourself into the middle of screen
- Move children and pets out of immediate area

# 5

