



# Video Interview Tips

*Video interviewing is increasingly being used in graduate recruitment by both public and private sector. Here's how you can be sure that you perform your best in this round of the selection process.*

## **PRIOR TO THE DAY OF THE INTERVIEW**

- Prepare for your interview as you would for a face to face interview, ie research the organisation, research yourself (eg why do I want this job, what can I offer?), prepare your answers to common interview questions, prepare examples for behavioural questions, prepare questions to ask the 'interviewer', do your research on appropriate salary for the role, arrange a mock interview with your Careers Service or a friend or family member.
- Read through your resume
- Choose a quiet location, preferably sitting at a table on a comfortable chair at the right height.
- Plan what you are going to wear
- Practice recording yourself answering questions
- Consider using the picture in picture function on your computer so that you can see how you look (though this can be distracting after the interview commences)
- Read and reread all the instructions provided prior to the interview. Make sure you are clear on what is expected. If not, seek clarification via phone or email if possible.
- Run the practice session if offered, check sound is working and clear.
- Practice your interviewing on [Interview Stream](#), which is free to current Macquarie students, for practice

## **THE NIGHT BEFORE THE INTERVIEW**

- Get a good night's sleep
- Charge your computer, find leads, webcam and any other equipment you may need

## **ON THE DAY OF THE INTERVIEW**

- Make sure your computer is fully charged
- Consider leaving a sign on the front door advising callers not to ring the bell or knock, and to return later.
- Take the landline phone off the hook
- Make sure dogs or other pets are secured in another room where barking etc will not be heard
- Dress appropriately in professional attire (top as well as

bottom and shoes)

- Check the background space behind you is neat and neutral with no distractions or inappropriate material displayed (eg unmade bed)
- Close or lock the door of the room and advise other housemates that you cannot be disturbed for the period of the interview
- Close the window if you are likely to be disturbed by outside noises eg traffic (even bird calls can come through loudly and can be distracting for the assessor)
- Check that your face is well lit and avoid back lighting which can leave you in the shadows

## **IMMEDIATELY PRIOR TO THE INTERVIEW**

- Visit the bathroom before you start
- Have a glass of water handy, also tissues and /or cough lozenges if necessary
- Have a copy of your resume and pen and paper in front of you
- Have your mobile phone on silent or better still, switched off. Warn friends ahead of time not to call or text whilst the interview is in progress.
- Exercise your voice a little
- Do some stretches to help you feel relaxed
- Take some deep breaths
- Smile - you are going to enjoy this experience!

## **DURING THE INTERVIEW**

- Follow directions carefully. Typically, you will be given a minute or so to prepare each answer, then a couple of minutes to deliver your response
- Speak clearly and confidently
- Look at the camera, not down at the desk or table.
- Try to remember to keep a pleasant expression on your face and speak as naturally as you can.
- Try to remain animated and friendly
- Avoid touching your face or hair, or fidgeting
- Avoid making unnecessary noise eg shuffling papers,

tapping a pen, moving in your chair etc.

Applicants undergoing video interviews report that the most difficult aspect of the interview is receiving no feedback or visual cues from the 'interviewer' after they have given their answers. To combat this, you can try to visualise the person who will be watching your video, and their reaction to your answers.

As with all interviews, give answers that are relevant and succinct. Don't try to fill up the allocated time with unnecessary words if you believe you have already fully answered the question.

It's important to remember that a video interview is a "real" interview, just like when you interview in an office. Your answers will be weighed, and selection decisions will be made, just as they would if the interview was in-person. In fact, given that the interview can be scored and reviewed, it can be even more important than a typical first round phone or screening interview.

It is a good idea, immediately after the interview to write down all the questions and the answers you gave before they fade from memory. This may be useful if there is a further round of interviewing ahead.

Best of luck!

**FURTHER INFORMATION:**

[MyMQ Career Zone – Video Interviews](#)

[Interview 360](#)

Also check the Whirlpool forums for other students' experiences.

