



VIDEO INTERVIEW TIPS

Whilst video interview / conference has been around as an option since early 2000s, it was only after 2020s that it was more widely received as a standard procedure. With many jobseekers still getting acclimatized to the practices involved in attending video interviews, we often hear of candidates underperforming due to underestimating the necessary preparations required pre-interview.

As the video interview scene matures, and employers' impressions of how proper interview sessions set in, taking 15 mins to do the necessary prep work may just give you the necessary edge in landing the job over the next applicant.

In the following article, we've compiled a list of useful tips on having a smoother interview experience.

SUMMARY OF POINTS

1. Test your video conference application and equipment a day early.
2. Find a good location that you will be undisturbed.
3. Position your webcam to have a clear and visible shot of you.
4. Lighting is important.
5. Log-in at least 5-10 mins early. It's acceptable to mute and hide your video image whilst waiting.
6. Create eye contact by looking at your camera occasionally.

GETTING READY

A. Avoiding Technical Issues

1. Check the software platform that the session will be conducted on. If it's a software that you've not previously used before, it'll be a good practice to download the required app to test for compatibility issues. Particularly if you are currently using a device with several network protection and software antiviruses.
2. Ensure your operating system (Windows / Mac OS) is updated, as these updates may take as long as 30 minutes to an hour.
3. Test your microphone ahead of time. It's a good idea to have a backup headset within reach when the interview has started.

B. Choosing your spot

1. Identify a conducive area to have your call, the spot should be well-lit and offer uninterrupted time for about an hour.
2. Inform the people around you that you will be in a call between the allotted time to avoid awkward incidences.
3. If you are working from home, ensure that the area is free of clutter. Sometimes, interviewers may look at the surroundings for hints on the applicant's personalities as part of the first impressions.

C. Looking your best

1. Use clear natural light to fill your face; good lighting instantly makes anyone look better on video. Additionally, check to ensure that there's no strong back lights where you're seated as this may overpower the front light.
2. Use a laptop stand; Keep the camera at eye-level or higher, as low angles tend to take unflattering images. Having a laptop stand with an external keyboard also allows you to take wider shots and allow room for a bit of gesturing.



3. Test your shooting and viewing angle to see how you look during the session. Make sure that your features are clearly visible, and that the interviewers can see your facial expressions and gestures. Afterall, nonverbal communications account up to 70% of our message.
4. A simple way to do this will be to start a private session on google meets ([How to use Google Meet on PC](#)) and review your video presentation.

D. Being your best

1. Most interviewers expect a short self-introduction by the applicant to get the conversation going. The introduction should not take longer than 10 mins but should offer a concise overview of some of the following points.
 - a. Current / Latest job title
 - b. Overview of responsibilities
 - c. Key achievements / Special projects / assignments covered.
 - d. Motivations & Drivers / Career Goals in 3-5 years
2. Have in mind a list of questions that is relevant to the role / company. Most clients also assess the applicant's level of thinking and career motivations. Some good points include.
 - a. KPI / Performance metrics
 - b. Challenges they expect on the job
 - c. Expectations of the role
 - d. Progression / rotation opportunities
 - e. Business structure, and operating model
 - f. Work culture
3. A good tip to avoid missing out on key points will be to have a small prompter (word doc / notepad) positioned right under your video screen. This includes a copy of the JD / Interview details for easy reference.
4. For sensitive questions that you're uncertain about, we recommend for you to check with your appointed consultant beforehand instead.

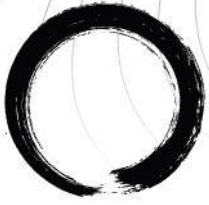
THE INTERVIEW DAY

Starting the call

1. Join the call at least 5-10 mins ahead of time to minimise last minute surprises. The chat room should be empty at this point, so you can mute and blind your video camera whilst waiting.

During the call

1. 'Eye contact' helps create a form of rapport. However rather than we have been accustomed to, you only create the eye contact by looking straight at the webcam. Occasionally glancing at the webcam as though you are in a public presentation helps to build a feeling of connection.
2. Avoid multi-tasking during the call, this includes typing / scribbling notes while the call is in progress. Whilst tempting, this may give off an impression of disinterest.



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3. However, for the avid note-takers, our advice is to inform the interviewers beforehand to let them know you're focused on the session.