



KORN FERRY

# **A GUIDE FOR VIDEOCONFERENCE INTERVIEWS: Preparation and Etiquette**



## **PREPARING FOR THE VIDEO INTERVIEW**

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### **1. Location and surroundings**

Avoid interruption and pick a quiet place during the day of the interview. Pay attention to the background and remove anything that may be distracting. Also check the lighting in front of you. Keep it neutral.

If you need to go to a facility, be sure to arrive at least 30 minutes early for orientation to the equipment.

### **2. Equipment setup and testing**

Test your equipment, particularly the camera and microphone being used before the interview is scheduled so you can make any necessary adjustments in advance. Make sure you are using the highest bandwidth internet connection possible. Mute phones and pagers.

## **DURING THE VIDEO INTERVIEW**

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### **3. Dress the part**

Wear formal attire, as you would in a normal interview. A white lab coat, suit jacket or equivalent is acceptable.

### **4. Watch your body language**

Position the camera so that your head and torso framing is central to the camera's view and that you are directly facing into the camera. Not all physical cues translate from in-person interviews to video interviews, which make the ones that do even more important. Be sure to have good posture and relax your shoulders to avoid stiffness and use your hands as adjuncts if you do so normally.

### **5. Close other programs on your computer**

Make sure all other windows on your computer are closed, especially if they make noise. Getting email notifications during your interview is distracting and unprofessional.

### **6. Use notes**

It will be useful to make notes with key points you want to make. A benefit of having a video interview is that you can have notes in front of you so that you don't have to memorize everything you want to mention.

### **7. Give thoughtful answers**

Make sure that you have answered the interviewer(s) question. It does not hurt to confirm that you have answered the interviewers question.