

# Preparing for Your Video Interview



## Dress the role.

Your video interview should be treated the same as if you were in-person. First impressions count. Dress the same as you would if you were going into the office for the interview.



## Set up your shot.

Choose a quiet area in front of a neutral background with minimal clutter. Set up your camera and check the lighting. Natural light is ideal, but if you need additional lighting it's best to use a light source behind your phone or computer.



## Keep notes and resumes on hand.

Just as you would in an in-person interview, be sure you're prepared with notes, all questions you want to ask, and your resume.



## Test your technology.

Cut down any potential "technical difficulties" by testing out your Wi-Fi signal, testing your computer audio, and testing that your computer camera is working properly.



## Practice.

Recording on video is not second nature for most people. Before you start, set aside some time for practice. Record yourself asking questions and talking and make improvements on your interview setting, hand gestures or eye contact, camera placement or lighting, etc.



# Best Practices



## Be aware of body language.

Maintain appropriate eye contact to show engagement, keep a good posture at your desk chair, and use your facial expressions to show that you're actively listening and speaking.



## Let the other person finish speaking.

Conversations over video flow most efficiently when one person is speaking at a time. Make sure you take a pause before you choose to speak to avoid any interruptions.



## Signal after you've answered.

Signal to your interviewer when you've finished answering a question. This can be through a quick visual cue such as a simple nod, a firm ending to your answer, or ask a question at the end.



## Treat the interview like a normal conversation.

Video interactions do not need to be strict and formal. Build a connection with your interviewer by being yourself. This includes asking your interviewer questions, commenting on their responses, and just being the most authentic version of yourself.



## Sending a thank-you note.

After the interview has been completed and within the same day, send your interviewer a thoughtful thank-you note through email. This shows that you care about the time you spent speaking with them and have a high interest about landing the job.

Interested in connecting  
with one of our recruiters?



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