



## Video Conference Interview Tips

Here are some tips to help you make a good impression in your next video conference interview.

### After you receive the interview invitation:

- Familiarize yourself with the platform that will be used for your interview and download any necessary software or plugins. Some examples of popular video conferencing tools are Skype, Zoom, Cisco WebEx, and Google Meet. Choose a professional username [e.g First Name\_Last Name] if you need to create a Skype account.
- If you are setting up an interview directly with the employer, ask for clarification on other interview details:
  - Interview duration
  - Names of the interviewers
  - If calling in by phone or using Skype, confirm whether you will be calling the interviewers at the scheduled time, or whether they will call you
- Do a mock interview with your coordinator or a friend to check your camera, microphone, speakers, and internet connection are all working fine. If possible, practice interviewing under similar conditions as your actual interview, at the same time of the day and in the same interview space.

### On the day of your interview:

- Organize your interview space. Sit against a neutral background, such as a blank wall without any visual distractions. Adjust the room lighting so that it is neither too dim nor too bright. The best light source is natural light that comes from the front of you.
- Test your video/audio settings and webcam. Ensure your internet connection is stable.
- Dress professionally and wear the same outfit you would for an in-person interview. Avoid wearing distracting patterns, shiny jewelry, or a bright white shirt. (Very bright or very dark colours can cause your camera to self-adjust its brightness settings and impact image quality.)
- Close any unnecessary web browser tabs and applications as they may compromise system efficiency.
- Try to minimize noise from the background by telling your family or roommates that you are having an interview.
- Have a pen, a notebook, and a copy of your resume handy in case needed.



### During the interview:

- Put your phone in silent mode.
- Make sure your camera is at or slightly below your eye level.
- Adjust your camera so that it is not capturing your image at a slanted angle. Your camera image should show your shoulders.
- Confirm with the interviewers that they can see and hear you well.
- Keep 'eye contact' with the interviewers by looking directly at your camera, not at your screen. Depending on the platform you are using, there might be an option to turn off your self-image.
- Maintain good posture and be aware of your body language. You can show your interest and enthusiasm by sitting up straight in your seat, smiling, and nodding.
- Use hand gestures when appropriate.
- Avoid looking at your interview notes.
- If you experience any technical issues during the interview and can't connect to the interviewer, don't panic! Phone or email your interview contact (the co-op program assistant or employer who sent you the interview invitation) and ask if you can continue the interview by phone or reschedule. Please note that it is perfectly fine to ask the interviewer for their contact details at the start of the interview in case of technical difficulties.
- *Try to relax!* Think of this as an online version of a friendly chat with an employer. They genuinely want to learn more about you so try to put your best foot forward while being yourself!
- Smile and remember to breathe!