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6 Video Conference or Video Phone Interview Tips

Video conferencing is a way to communicate with people remotely by using a video camera connected to a telephone line or Internet connection. Companies use video conferencing to interview job applicants and to conduct business meetings and other business-related events. Like in person interviews, you need to speak clearly, dress appropriately and present yourself in a professional manner.

Proper Attire

Select a professional outfit and dress the same as if you were going to a traditional interview, but avoid wearing striped patterns and plaid. Video conferencing equipment tends to create flicking patterns when trying to broadcast striped or checkered patterns. Also, do not wear a white shirt or jacket. The color white will blend into the environment and make you look like you are "floating" in the background.

Know the Material

Learn as much as you can about the company or business you are interviewing with. If you have been provided with background information, study it so you won't be caught off guard if asked about the company or business during the video conference interview. You don't want to be asked a question and feel like you are not able to answer.

Practice

Before the video conference interview, practice in front of a mirror or in front of a friend to get used to controlling your facial expressions and body language. If you have a video camera, videotape yourself and see if you are shaking your leg, acting nervous or doing anything else that may be distracting to the interviewer. Also, notice your vocal pitch and articulation. Are you speaking too low or too fast? Practice until you are comfortable in front of the mirror, a friend or the video camera.

Before the Video Conference Interview

Before the interview, make sure any pets are out of the room or space where the video conferencing equipment is set up. Also, make sure family members won't be disturbing you and any telephones are turned off. If you are using a computer to connect to the video-conferencing equipment, make sure chat programs and other unnecessary programs are closed. Inform the interviewer, by calling or emailing her if you are having technical problems on your end before the scheduled time of your interview.

Day of the Interview

Make sure the background you are sitting against contains nothing that would distract the party on the other end of the video conference. Don't read from cue cards. If you have any notes, just glance at them if you get lost in the interview. Talk in your normal, natural voice and make eye contact with the camera head on. Make sure you smile and show your enthusiasm. Don't sit too close to the camera and don't watch yourself on the monitor. Note: Keep your body movements to a minimum and if you do move in your seat, do it slowly. Rapid movements will look jerky on the other end of the video conference.