



The Meyer Partnership

Video Interview **BFF**

Put Your **B**est **F**ace **F**orward – Excellent Tips for Any Video Call

2020 has been far from business as usual. As the world changes, employers have adapted to doing business differently, including interviewing. The Meyer Partnership has been active in talent acquisition and recruitment in this new era of social distancing. As employers move to video interviews as the primary means of recruitment, we've created a checklist based on client and candidate feedback to help you put your best face forward:

- Check your connection.
 - Have you used this program before? Do you need to create an account?
 - If you must create an account or screen name, make sure it is work-appropriate.
- Have a backup plan.
 - Offer your phone number or alternate contact information, just in case the video call isn't working.
- Ask if it is ok to join the call early.
 - Sometimes interviewers will use the same virtual conference room for back to back meetings and you don't want to show up too early for yours.
- Allow extra time for technical errors—they could happen on either end of the call!
 - Be patient if issues arise—we are all in this together.
- Treat meetings/interviews as you would if they were in person.
 - Make sure you prepare as you would if this were occurring face to face.
 - Do your research on the company and your interviewers.
- If you're unsure what to wear, ask about attire. When in doubt, dress as you would for an in-person interview.
 - See what your outfit looks like on camera before the interview.
 - Make sure your bottom half matches the top—you never know when you may have to stand!
- Check your lighting/camera angles.
 - Try to have a light source in front of your face. Positioning a desk lamp just out of frame can work wonders!
 - Adjust the camera to be at eye level or a little above—too much chin is not flattering.
 - How is your posture in the chair you've chosen? If you're interviewing from home, there is a danger of appearing too comfortable/casual in anything but a straight-back chair.
 - Direct your gaze to the camera as much as possible—eye contact is important in any interview.
 - Don't forget to smile!
- Have a quiet place for the call.



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- Turn off notifications on any apps you may have open during the interview—or close them entirely!
- Make sure your phone is on silent.
- Let members of the household know when you are on a call/interview and should not be disturbed.
- Using a headset with a built-in microphone may help to project your voice better than the microphone in your computer or webcam.
- Noise cancelling apps can help to eliminate background noise.
- The Mute option is your new best friend.
 - When you're not speaking, it is not a bad idea to mute your microphone. This eliminates sirens, excited pets or other background noises.
 - Don't forget to take yourself off mute when you speak.
- Make sure you have a proper background.
 - Clean, organized and with minimal distractions. The simpler, the better.
 - Avoid having a light source or window behind you.
- Have some tissue, water and a cough drop nearby, just in case.
- Have a test call with a friend or family member.
 - Don't experiment with video conferencing before that all-important first interview!

Video interviewing is a new skill. It'll take time to be completely comfortable and remember, be as authentic as you can. It may feel awkward, but there's nothing wrong with showing that vulnerability. Be yourself. Mistakes and issues can happen and how you handle them showcases how you'll handle yourself in the remote or on-site workplace.

By following these tips, you can eliminate the stress surrounding video interviews. A successful interview is about showcasing your unique skillset and explaining how it makes you the best fit for the job. By minimizing the margin for error, you can be sure to put your best face forward every time.