



DOMINICAN CAREER DEVELOPMENT PROGRAM COACHING TIPS

Experts/Executives in Residence

Career mentoring and advising tailored to your career path is available. Visit Handshake to schedule an appointment today.



VIDEO INTERVIEWS

Video interviewing is becoming more common as part of the interview process, especially when applicants are geographically dispersed. Chances are that at some point in your job hunt you will find yourself in the position of preparing for a video interview. Following are some video interview tips from those who have both participated in, and conducted, video interviews.

Be prepared with anticipated questions and your responses. Limit responses to three key points that you want the interviewer to know. Putting each question on an index card and three bullet points on the back is a good way to prepare and practice. Practice in front of a mirror and then in front of your laptop camera.

SEE BELOW FOR TIPS ON VIDEO INTERVIEWS.



DOMINICAN UNIVERSITY

VIDEO INTERVIEWS

TIP 1

Dress for success. “I can tell you stories about candidates who only put on a shirt, tie, and coat and sit in boxers, then stand up accidentally to reveal limited clothing,” says an expert. Don’t be that person!

TIP 2

Make sure the light source is in front of you or you will appear completely blacked out.

TIP 3

Make sure that the pictures or art behind you are appropriate. “I had a candidate a few years ago who conducted a video interview with a picture of a naked lady behind him.” That’s not likely to be the image you wish to convey.

TIP 4

Attend the video interview as if live, and physically in person—in other words, smile, make eye contact, take notes and come prepared.

TIP 5

Don’t conduct the video interview in your car.

TIP 6

Be aware of potential background noise— dogs, kids, dishwashers, lawnmowers, phones, etc. “Make accommodations with kids and pets and also figure out in advance where you will be located.” Silence all mobile devices, including audible email reminders on your computer or phone, etc.

TIP 7

Do a practice run a day prior to the interview to make sure all your devices work and that your lighting and sound quality are good.

TIP 8

Just like an in-person live interview, wear appropriate jewelry, remove tongue rings, eyebrow rings, etc. Be well groomed and professional looking.

TIP 9

Have a backup in case technology fails. Have your phone on silent, but ready to go in case the technology fails. This means that you need to have a phone number to call in case of any disruption. Get this before your interview.

TIP 10

Have a bottle or glass of water handy.

TIP 11

Arrive a few minutes early. Do not be late!