



In today's global workplace more and more employers are opting for the Skype, Live Messenger, Face Time or another video interview format like go to meeting. Let's face it – it cuts down on travel expenses, saves on fuel and provides the employer with a much quicker and easier way to find the perfect person for the position without the time consuming face-to-face interview process. For the interviewee, being interviewed in front of a camera and microphone can be daunting. But, fear not! The video interview can be used to your advantage. Here are some video call etiquette tips on how to prepare and ultimately excel in a video interview. An interview is an interview Whether you are being interviewed on video, over the phone or in person, all the general rules of a job interview apply. Just because you are not meeting the interviewer in the flesh doesn't mean any less preparation is involved.

Fix yourself up! The key to a successful video interview is making sure you look presentable. You might feel silly sitting at home wearing a suit and talking to a computer, but it will make all the difference. During the interview it is highly likely that the interviewer will only be able to see your head and shoulders on the camera. With this in mind, don't neglect your bottom half. You never know, you may be required to get something from the other side of the room – so save yourself the embarrassment of revealing your gym clothes to your prospective new boss. Choose your colors wisely Certain colors like many shades of blue - royal, navy, sky blue - look great on video while others like reds and hot colors like magenta can be too bright. Patterns like small dots or stripes can be less attractive than solids so think about a color to wear that is easy on the eye and a pattern that won't be distracting to your viewer. Clean up your room Your surroundings can be just as important as your personal presentation. Whether the interview is being conducted from your own home or a busy office environment, the interviewer does not want to see you sitting in front of a pile of paperwork or with clutter behind you. Clean up the room as you don't want anything in the background to distract the interviewer from what you have to say.

Keep the noise down Finding a quiet place to do the interview is vital as the microphone picks up more background noise than you might think. Dogs barking, children crying, mobile phones or music are not welcome distractions when an interviewer is trying to determine whether you will be suitable for a job. Nor does it look good if you have people walking in and out of the room – if need be, make a 'do not disturb' sign and stick it on the door. Get the technology right Five minutes before the video interview is not a good time to realize that your Internet is down, Skype isn't working, or your puppy has chewed through the microphone cord. Not only does this reflect badly on your organizational skills, it will cost the interviewer precious time as they will most likely have to reschedule. Getting the technology right is crucial as it can either make you look like a reliable computer whiz, or somebody who can't quite get the hang of it. Allow plenty

of time before the interview to test all equipment. If possible, try to Skype a friend beforehand and get them to give you some feedback. Can you see/hear them? Can they see/hear you? Is the picture clear? Is the lighting OK? Is there much background noise?

Video conference interview tips like skype

Think of the video conference in the same way as you would a physical face to face interview and do your preparation accordingly, however there are some subtle differences because of the technology. The points below will help you negotiate these successfully.

Dressing well

Wear neutral, solid colors avoid a white or light jacket. Checks, stripes and busy patterns should be avoided as these may distort with movement.

Pre-Interview

You should do a practice run with a friend.

Video Interviewing with SkypG and Using Skype for Video Job Interviews Video interviewing used to be complicated, with special equipment and software needed to interview for employment via video. That's not the case for today's job seeker. Thanks to Skype, the online phone and video Internet service, video interviewing is moving into the mainstream. For candidates for employment, it's easy to interview right from home. It saves on travel time and video interviewing, if you prepare in advance, can be less stressful than interviewing in person. We suggest that applicants: Download the free software well in advance of the interview <http://www.skype.com/intl/en-us/getskype/on-your-computer/windows/>. Practice makes perfect: do training/test calls with your friends to become more comfortable with using Skype. Create a professional username. Conduct a quick test the morning of the interview to make sure the camera and the microphone are working correctly

Then 10 to 15 minutes before the start time of the interview get all technology set up.

The reason for being able to see yourself is so that you know how they see you. If you are too far to one side or the camera is pointing elsewhere in the room, the on-site operator should alter this so that you can be seen clearly.

Noise

Modern high-quality microphones are very sensitive so avoid tapping on the desk or shuffling papers.

Movement

Keep your hand or body movements down to a minimum. Rapid or repetitious movements can look quite jerky on a video monitor or you could move out of shot.

Eye contact

As you speak try to look at the camera, usually positioned on top of the monitor, rather than the monitor itself. This will give a better appearance of eye contact. Speak normally as you would in a conversation, and **don't forget to smile**

Sound delay

Sometimes there can be a slight time delay. If this happens wait a moment before answering questions to ensure that they have finished speaking. The interview panel will notice this and appreciate that you are making allowances for the delay. **In addition, don't speak for too long;** as well as losing your interviewers concentration, if the interview is being recorded you may be 'fast forward'.

Technical problems

Should there be any problem such as the picture freezing, do calmly inform the interviewer. Explain what you can see, or not see and that you. Do not worry, on the rare occasions that this happens all that is needed is a re-boot.

Duration of meeting

Be aware of the time. Make sure you can cover your agenda in the allotted interview time.

End of interview

At the end of the interview: Ask the Interview if they feel that you are a good fit? Thank the employer for the interview. Ask the Hiring manager what is the next step.

Mute the sound and leave the room.

Best Regards,

John

John DeMaio, President

ENTERPRISE RECRUITING

760-487-8393 Carlsbad, CA

john@enterpriserecruiting.net