



Video Interview Guide: Checklist for a Successful Interview

When preparing for a Microsoft Teams/ Zoom/ Google Hangouts interview it is critical that you are prepared for the format and etiquette of a video interview. Adhering to the following checklist will ensure you are position to put your best foot forward at interview.

1) Check your internet connection and speed

- Your internet connection may seem fine for day to day browsing but loading a video requires increased capacity.
- Check your internet speed and if it is slow try plugging into the LAN or moving closer to the WiFi box.

2) Does Microsoft Teams, Zoom or Google Hangouts work on your device?

- The safest way to ensure there are no issues is to conduct a test meeting prior to your interview. This can be done with your recruiter, a family member, or a friend.

3) Headphones/speakers and microphone working?

- Make sure your headphones/speakers and microphone are working correctly and that any device requiring batteries are charged, and the sound is clear.
- Find a quiet place where you will have no interruptions.
- Test-run the above prior to interview.

4) Lighting and Positioning

- Try to let natural light into the room, but don't let all that light hit your back. It is recommended to have your largest light source either right in front of you or no more than 45 degrees from directly in front of you.
- Ensure your camera is positioned head-on and at eye level (place your laptop on some books if necessary).
- Test-run the above prior to interview.
- Try to stay in a consistent spot for the duration of the call and look at the camera – try not to slouch or slide back excessively.

5) Attire – what to wear

“Being overdressed is better than being underdressed”, Tom Ford.

- Generally, if you keep it as you would for a formal interview in person you cannot go far wrong.
- However, business-casual is most commonplace. For example, formal suit wear with tie isn't expected but instead a smart shirt or jumper is a sufficient alternative.
- If unsure, ask your recruiter for their advice, as often company culture will dictate the most suitable attire.

6) Time

- Be at least 5 mins early. There is no commute to the interview, you have no excuse for being late!