

Tips for Interviewees

Being interviewed by videoconference is a common practice these days. The following tips will help you make the most of your videoconference interview.

Before the interview

- Find out if you will be required to operate the videoconference equipment during the interview.
- Ask to visit the videoconference site and become familiar with the room and the equipment. There should be someone there who can explain how the system works.
- Make a connection with another site so you can experience the picture quality and short delay that occurs in a videoconference (somewhat like that in an overseas telephone call).

At the interview

Dress and body language

- Your usual business clothes will be fine - avoid very 'busy' patterns as these can blur and make your picture 'fuzzy'. Pastel colours are better than white. Avoid bright, flashy jewellery as this can reflect the light and be distracting.
- Think about the image you want to convey – suit for formality, casual clothes for a relaxed atmosphere.
- Small actions look large on camera eg shuffling, looking away from the camera, fidgeting with hands, ears, pencils etc are distracting and may indicate feelings you don't want to convey.
- Movements such as swinging in your chair or swaying from side to side will look very odd on a videoconference as well as causing the picture to break up. You don't need to sit like a statue, but avoid large swaying movements.
- Leaning slightly towards the camera will make you look more sincere and interested. (It also hides the gut and any rolls in the neck and can dramatically improve your appearance!)

Camera shots

- The best shot for the screen is from the waist up. If you are seated at a table you may want to keep the table top just out of camera shot – particularly if it is strewn with papers and objects.
- Your eyes should be one-third from the top of the screen.
- Your body should be in the centre of the screen. Allow some room around your body - if you are too close to the top or sides of the screen you may lean out of shot.

Using the camera

- A well set up videoconference room will have the camera positioned directly above the monitor. If you look at the person on screen you appear to be looking straight at them.
- There is usually no need to stare at the camera. However, if you want to make a strong point, this will look stronger if you look directly at the camera rather than just at the monitor.
- Try not to shift your gaze about the room - on camera this looks like you are avoiding people at the other site/s. The same applies to constantly looking down at notes on a table.
- Above all, relax, smile and convey your personality.