

# [ VIDEO INTERVIEW ] GUIDE

*St. Petersburg College has put together some helpful tips to ensure your success.*



## Preparing for Your Interview

- Eliminate all possible distractions and interruptions. Turn off your cell phone.
- Practice, practice, practice – before you even turn your webcam on, try practicing by looking into the camera as if you were having a conversation with someone sitting in front of you.
- In a traditional interview, eye contact is of the utmost importance so make sure you look directly into the camera to answer the questions posed to you.
- Do not look at the computer screen when answering questions – this places your line of sight below the webcam and you will appear to be looking down from the interviewer's point of view.
- It may seem awkward at first, but the more you rehearse looking at the webcam and not the person on the screen, the more comfortable you will feel during your interview.
- Research the company and ready yourself to answer company-specific questions. Familiarize yourself with the company's mission statement, history, product and service offerings, management, and information about the company culture.
- Be prepared to answer any questions about your resume and rehearse your responses.
- Polish your answers – nothing destroys your credibility faster than a constant stream of filler words such as “um,” “like,” and “you know”.
- Dress for success; communicate professionalism with your attire.



## Conducting the Interview

The most important step in this process is answering the pre-recorded interview questions. Below are a few suggestions for a successful interview.

- Speak clearly and enunciate.
- Don't rush, but don't dawdle either.
- Listen to each question, contemplate your response, and answer concisely.
- Make sure you answer the question being asked.



## Follow up

Professional courtesy dictates that you contact the interviewer within a reasonable amount of time after completing the interview.

- Send a personal thank you note/email to interviewer(s) within 24 hours.

*Take a deep breath, relax, and let your personality shine through.*

*At the end of the day, employers hire human beings, not just the name at the top of a resume. Smile and have fun – remember, if you are adequately prepared, you will be successful.*

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