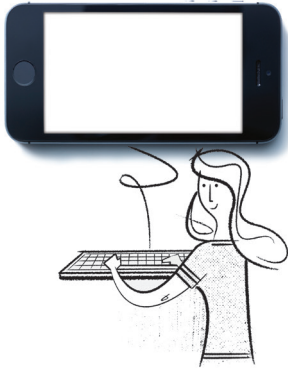


# GETTING READY FOR YOUR VIDEO INTERVIEW

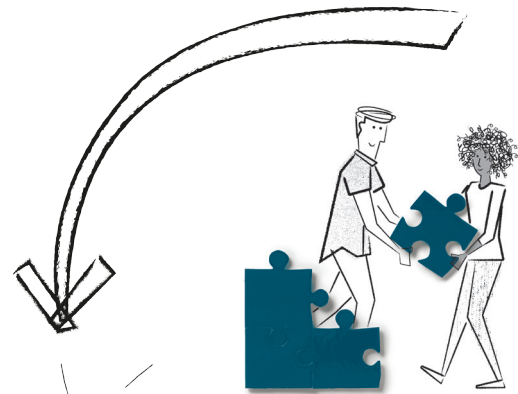


## WHAT ARE THEY?

Video interviews are increasingly used by employers. They can take different formats and are most commonly used at an early stage in the selection process. They typically involve your answers being recorded in an automated system and then sent to the employers to view at a later date.

## WHAT TO EXPECT

You may have the opportunity to undertake some practice questions at the start, but after that you only have one chance to answer each question, and cannot re-record. You will see a countdown clock which gives you time to read, and when that reaches zero a second countdown clock for your time to answer will begin. Timings vary between employers but typically you would have 30 seconds/1 minute to read and 2/3 minutes to answers.



## TOP TIPS

- **Make sure you have set up the webcam and microphone correctly and you know how they work.**
- Check the picture of yourself is bright and clear - a poor quality image and/or sound can make it more difficult for the recruiter to judge your performance.
- **You should be in a brightly lit room, and if there is daylight it is better to face the window. Make sure you speak loudly and clearly.**
- Pick a place where you will be undisturbed to conduct the video interview and ensure you have a clutter-free, plain backdrop.

Visit [www.careers.manchester.ac.uk](http://www.careers.manchester.ac.uk) for more information.

# GETTING READY FOR YOUR VIDEO INTERVIEW

## TOP TIPS

- **Make sure your webcam lens is at eye-level so you are not looking up or down too much. If you are using a laptop you may need to put it on a higher surface to make sure you achieve eye level. Using textbooks to give height under your laptop works well.**

- Your webcam should be far enough away so the picture of yourself includes your head and shoulders.

- **Wearing formal interview attire is expected.**

- Make sure you're well prepared. Before you have the real interview, practise answering interview questions on your webcam or phone and play the recording back to see how you are presenting yourself. You can usually use your webcam's own software and Windows Movie Maker for PC or iChat if you have a Mac.

- **It's sometimes hard to be objective about yourself, so consider asking a friend to review the recordings to get a second opinion.**

- When viewing video interviews, recruiters tend to pay particular attention to body language, tone of voice and 'personality', so ensure you are comfortable and relaxed. How you deliver your answer is as important as the content of your answer, so make sure you deliver with conviction, passion and enthusiasm.

- **Look directly at the camera and smile frequently throughout.**

- Some students have found it useful to stick a picture next to their webcam, or even googly eyes so their attention is drawn towards the lens!

- **You may want to prepare some brief notes, or stick some post-it notes on the wall behind your computer screen regarding key interview topics. However these should be a quick visual aid to jog your memory, and you should not read from notes when answering the questions.**

