



KIRBY PARTNERS

Leaders in Executive Search



Video Interview
Quick Reference



Mastering your technology and camera set-up is key to interviewing well on video

To set yourself apart and ensure you're well-prepared for a video interview, make sure to do the following:

- Choose a location in front of a blank wall or bookcase so your background is clean and free of clutter or distractions. Do not sit in front of a window as this will cast a shadow on your face.
- Place your laptop or camera at least an arm's length away and positioned so the camera is slightly higher than your head (use can use a stack of books if needed). Your camera should be at the height of the top of your head and pointed down into your eyes.
- Set a tall lamp next to your computer on the side of your face that you feel is your better side. Adjust the lamp so it is in line with and slightly behind your computer and the light falls nicely on your face.
- To add some fill light on your face, put a piece of white posterboard or a white tablecloth on the table you are sitting at (ideally making sure it can't be seen in the frame).

Assess your technology to avoid glitches

- If your connection speed is too slow, there's a high chance your video is going to look pixelated and you'll experience audio delays. If you type "internet speed test" into Google and then click "run speed test" you can make sure your connection is fast enough.
- If your connection is slow, you may need to use your cell phone as an internet hot spot to ensure adequate speed. Another option is to invest in a mesh Wi-Fi system like Google Wifi or Amazon's Eero that lets you connect multiple wireless access points together to ensure you have a strong connection throughout your home.
- Most built-in microphones on laptops have poor audio quality, you'll likely need to wear a noise-cancelling headset with a built-in microphone or use an external microphone. Have a test call with a friend to make sure your audio sounds good and make adjustments to your set-up if needed.
- Test the video-conference platform ahead of time. Frequently you will have to download a driver or app to run the video-conference program. **Do this ahead of time so you are not late.**



Tips and reminders

- Keep your answers to a maximum of 90 seconds. While it's important to fully answer the question, if your response goes on more than about a minute it's usually too long. Ensure you're monitoring the body language of your interviewer as well; they'll usually start giving you clues if you're rambling or speaking too quickly.
- Keep in mind that digital connections can be delayed, so pause for a few seconds when the interviewer finishes the question to avoid talking over them.
- Turn off or silence your cell phone, tablet and any other devices in the room.
- Dress professionally (in a suit!) and practice good body language just as you would if you were at an in-person interview.
- Maintain eye contact by looking directly into the camera instead of at the screen.
- If using a mobile phone app, be sure to use a tripod or stand to avoid shakiness that occurs when hand holding your phone.
- Lock the door to the room to make sure no roommates, family members, children, or pets enter during the interview.





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