

Video Interview Etiquette

We are very excited for you! You have been shortlisted to interview with our client.

We want to set you up for success, so we have put together a list of dos and some don'ts when interviewing virtually. Please follow the guidelines below that address processes, preparation and communication practices to ensure you put your best foot forward and avoid committing an unintentional faux pas in your next online interview.

Here are a few tips to help you prepare for a virtual interview:

- Test your technology before the scheduled interview and resolve any technical issues.
- Join the interview on time.
- Turn on your video whenever possible and be camera-ready.
- Make sure you are in a quiet, professional and tidy space, be aware of your background.
- Be mindful of your appearance and posture. If you are on a virtual interview, then you should be in business suitable attire. Dress the way you would as if you were meeting in person.
- Use a phone line with audio clarity and stability.
- Do not multitask during the interview and ensure your cell phone ringer is off or on mute.
- Make sure your face is visible. Virtual interviews are more effective when people can see each other's facial expressions. Make sure you are sitting close to your webcam (photo example below).
- Do not interrupt other people when they are speaking (or attempt to talk over them). Practice active listening first; your chance to speak will come.
- A laptop or tablet is ideal. If you must use your phone, prop it up in a surface somewhere so that your camera is not constantly moving, it is very distracting to others on the call.

Follow these etiquette tips during your next interview, team meeting or any kind of future virtual business meeting.

