

Video Interview Preparation Tips



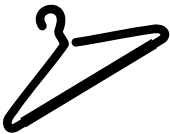
Avoid **TECHNICAL** issues. Check all connections to ensure your internet is working properly. Test your camera and microphone prior to the meeting. Also make sure any software needed is downloaded and up to date.



Check your **ENVIRONMENT**. Choose a location with good lighting and make sure the area within the camera view is clean and free of clutter. It is best to have a blank wall behind you with no personal items.



Choose a **QUIET** location, free from distractions. Take steps to avoid interruptions from family members and pets. Make sure your phone is turned to silent, but available for use in case it's needed as a secondary form of contact.

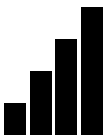


DRESS as you would for an in-person interview. Choose a formal outfit with neutral colors. For men this might mean a suit and tie and for women a blouse and dress pants. Ensure your clothes are clean and neat. You should lay out your clothes the night before.



Maintain good posture and look directly into your **CAMERA** to maintain eye contact. It's tempting to look at yourself on screen, but avoid this if possible. Minimize body movement to appear calm and engaged.

Phone Interview Preparation Tips



Choose a quiet location with a strong **SIGNAL** if you will be using your cell phone. Make sure your phone battery is properly charged and all necessary updates have been downloaded prior to your call.



Avoid **DRIVING** during your phone interview. If you must take the call while in your vehicle, be sure to plan ahead. Park in a location away from traffic and excessive noise. Make sure you bring all materials needed with you.