

The future of recruiting talent is less travel. More face time. It is likely within the next year, employers and candidates will never again travel to meet each other without first conducting a face-to-face live virtual interview. You will give your value pitch and showcase skills and qualifications all via a virtual interview. And because persuasive communications is a quality employers value, it makes sense to know how well you communicate in ways you will likely be working—in virtual teams using video conferencing as primary communication vehicle.

Virtual interviews are real interviews. Your answers are weighed and selection decisions will be made, just as they would if the interview was in-person. In fact, given that the interview can be reviewed and shared, it is more important than a typical first round phone or screening interview.

### DAY OF THE INTERVIEW

1. **Dress appropriately** in interview attire, just like you would for an in-person interview. Wear **solid conservative colors** (but not orange or bright white). Small stripes and busy patterns do not look good on screen.
2. **Control your presentation by controlling the environment and equipment.** Set up the camera so it focuses on you. A **tight head/shoulders/desk shot, this is best.**
3. **Manage the background.** Avoid having your bed in the frame and put up a sheet to hide the background if necessary. **Minimizing the background movement and noise such as second hands on clocks or roommates in the next room.**
4. **Manage the microphone.** Microphones pick up and often amplify any sound; be careful about shuffling papers and tapping on the table near the microphone. **Little noises are very loud and distracting on the other end.**
5. **Make eye contact.** In a video interview, you cannot "turn towards" the interviewer or make direct eye contact. **It is therefore important to look directly into the camera.**
6. **Hand gestures are important** because they are one way to show your personality on camera. Keep movements close to your body and never point towards the camera.

7. **Sit up straight and aim for asymmetrical posturing.** Asymmetrical posturing (one hand on the desk the other in your lap, one shoulder closer to the camera or simply off-center in the camera frame) gives off a more confident, at-ease image to the person on the other end of the video camera.
8. **Don't lean into or away from the camera.** The foreshortening of the camera's lens can make you seem aggressive.

### SKYPE-VIDEO CONFERENCE INTERVIEWS

Interviewing via Skype or video conferencing has a different set of challenges. You're still on camera so be sure to follow tips and ...

**Manage the time delay.** The technology with video conferencing has not been perfected and you will notice a 2-3 second delay. On the screen it looks like the interviewer has stopped talking when s/he actually haven't. **Before you respond just wait the extra second to make sure the interviewer has finished talking.** That way you won't appear to be talking over the interviewer.

**Manage the camera.** Avoid staring into the camera's eye for the duration of the interview. It can seem forced and even off-putting to the interviewer. **Glance over the shoulder of your interviewer while preparing to answer each question.**

### QUESTIONS

Employers want to understand your knowledge about the industry, the skills and strengths you bring to the position and other information that will help them determine if you are good candidate to move forward. **All candidates are asked the same questions,** and clients report the following questions.

- Tell me about yourself and/or walk me through your resumé.
- How has your education or experience prepared you for this position?
- Talk about a time you had to work quickly to solve a problem.
- Explain a time when you were not able to meet a deadline and how was it resolved.
- Describe a situation where you were recognized for showing initiative?
- Tell me about a time when you had to put yourself in someone's shoes to solve a problem.
- Describe a situation when you had to manage a project.
- Describe a project you worked on where you had a significant role on the end product.

Employers that use video interviewing are very proud of how they leverage technology. When you do it well, it shows you would be a good fit for a progressive company's culture.