

Online Interviews- A New Tool for Change

The world is changing around us, and we need to be ready! As more and more activities go digital, job interviews are no exception. Are you ready for this new step in the job hunting process? Here are tools to get you ready for online interviews, covering yourself, your environment, and your equipment.

- **Yourself**

- *Dress*

- Dress professionally
 - A step above their daily wear (ex: they say dress is business casual, wear a jacket)
 - Wear your pants and shoes!
 - You never know if you'll need to stand up
 - It helps you "play the part"
 - Wear solid colors; patterns such as stripes may be distracting and look garish on certain screens

- *Speech*

- Speak clearly, loudly, and slowly
 - You are fighting a myriad of factors, such as internet connections and different sound systems
 - Allow for pauses (a beat or two) for the person to finish before speaking to compensate for different connections

- *Energy*

- It's been hard, we know. But you still need to be enthusiastic!

- *Eyes*

- Look at the camera, not the screen.
 - While it makes sense in our brains to look at the person, to them it makes you look inattentive.

- **Environment**

- *Background*

- Find a neutral background, some wall with a solid color
 - Make sure there is no clutter like laundry

- If you must use a digital background, keep it professional; no silly castles or memes.
- *Noise*
 - If you have kids, pets, etc. Keep them occupied in a room far from the interview where they can't be seen or heard
- *Light*
 - Use natural lighting if possible
 - If you must use artificial, use "warm" lights
 - Have two lights, diagonally, from the left and right
 - Try and avoid backlit sources that may throw off the camera
 - Downward lighting can make your face look odd and unusual.
- **Equipment**
 - *Video Software*
 - Find out what software they use. Download it ahead of time
 - Play around and familiarize yourself with the software
 - Get a friend to download it and call them using it. This is a great opportunity to practice, also!
 - Download it onto two devices, so that if worse comes to worse and one dies, you can switch to the other quickly.
 - *Sound*
 - Wear headphones. Built-in speakers and mics on computers are often poor quality
 - Check sound levels before the interview.
 - Make sure the headphones have a mic!
 - *Video*
 - It is more important that they see you than it is to see them! Pick the device with the best possible camera and go with that
 - Do your best to get the camera at eye level.
 - *Internet*
 - Find a place with a stable internet connection.
 - If you don't have internet at home, find a friend, or speak to your local library. Oftentimes they will make arrangements for you.