



WORKFORCE SOLUTIONS

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# Interview Tips

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## VIDEO

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

# Congratulations on Your Interview!

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We are all used to the face-to-face interview, but occasionally you will be asked to **interview for a job by video.**

With a little preparation, you are going to ace this interview!



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# Why Video Interview?

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There could be a number of reasons...

- Employer may want to quickly narrow down their list of applicants.
- The applicant or interviewer is out of town.
- It allows the company some element of standardization of the interview process and candidate selection.
- It's easier on the employer.

# Types of Video Interview

There are two kinds of video interviews:



- Live
  - You might join a live video conference from a link given to you by the interviewer or receive a video call from the interviewer.



## • Pre-Recorded

- Instead of being connected with a person, you will be prompted to answer pre-recorded (written or verbal) questions.



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# Prepare for Your Interview

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- Decide where you are going to interview- find a **quiet** well-lit place where you will **NOT** be interrupted and have no distractions.
  - Make sure your quiet place **does not include** barking dogs, or adults/children talking, laughing, or making other noises that might come through on the interview.
- If you wear glasses, adjust the lighting to reduce glare from the lenses.
- Be mindful of what will be in your background – no clutter or inappropriate images!
- Make sure your Internet connection is stable and that the computer audio and webcam are working properly.
- The day before, have a video call with a friend to make sure your equipment is working properly and that they can hear you. Have them check your background and lighting as well.

# Prepare for Your Interview cont.

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- Have a copy of your resume, a pen and paper readily available.
- Dress professionally (just like you would for an in-person interview) – no bright colors. A solid light blue shirt is a good neutral color.
- Position the camera so that you are looking up (and sitting up), not slouched over to look into the camera.
- Charge your equipment or replace batteries.
- Familiarize yourself with the video platform.
- If you will be using a tablet, make sure it will be stable and secure during interview. Do **not** hold it.

# Tips to Ace Your Interview

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- Close any unnecessary web browser tabs and applications.
- Log in at least 10 minutes early so you will have time to calm down and make sure your equipment is working.
- Only use hand gestures when appropriate- avoid ‘talking with your hands’.
- Place your phone on silent and **AWAY** from your computer:
  - You do **NOT** want the vibration or a ring to be heard by your interviewers.
  - It will be a distraction for you.
  - Incoming calls can sometimes interfere with the internet connection.
- During your interview, **do not** pick up or look at your phone!



# Interview Time

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- When you are **listening** to your interviewer, look at the computer screen
- When **answering** the interviewer, **look at your webcam**.
  - **Avoid** looking at the computer screen.
  - Looking at your webcam while talking. This will connect you (with your eye contact) to the interviewer.
  - Doing this helps make the human connection (like an in-person interview) that a video interview usually lacks.
- When listening, you should nod & smile to show you are engaged.



# Ask Questions!

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Have a list of questions for your interviewer.



- What are the primary responsibilities of the position?
- What is the key to succeeding in this position?
- When do you expect to be making your hiring decision?
- Do you hire or promote from within your company?
- What is the next step of your interview process?

# Questions to **NOT** Ask

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Professional recruiters agree these questions should **never be asked** during an interview:



- How much will I get paid and what is your benefit package?
- May I arrive early or leave late as long as I get my hours in?
- Can I work from home?
- Do I get my own office?
- Will you run my credit or look at my social networking profiles?

# Last But Not Least

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## Remember...

- Make sure there are NO background noises- **NONE!**
- **Smile!**
- Focus & listen
- Speak clearly and show enthusiasm
- Don't interrupt the interviewer
- Stay professional
- **Slow Down & Breathe**
- Remember to say **Hello, Goodbye** and **Thank you**



# After Interview

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- Always thank your interviewer for the opportunity!
- Follow up with a simple thank you card or email within 24 hours.

A thank you email or card is common courtesy ... and puts your name in the interviewer's brain one more time, and in a good way!



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# LOCATIONS

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## **COOKE COUNTY**

1311 North Grand Ave.  
Suite 200  
Gainesville, TX 76240  
940-665-1121

## **FANNIN COUNTY**

1205B E. Sam Rayburn Dr  
Bonham, TX 75416  
903-640-0222

## **GRAYSON COUNTY**

2415 South Austin Ave.  
Suite 105  
Denison, TX 75020  
903-463-9997

**1-888-813-1992**

**[www.workforcesolutionstexoma.com](http://www.workforcesolutionstexoma.com)**

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