

Candidate Tips for Video Conference Interviews

Format

- **45 minutes** with the Search Committee
- There will be a few prepared questions and likely time for you to ask questions of your own at the end.
- Some questions may have more than one part. Having a pad and pen on hand can work well as you may wish to take a few notes in order to answer the question fully.
- Plan to keep your responses to about 3-5 minutes. Using the stopwatch on your phone or other device can work well. This allows good flexibility for possible follow-up by the committee and allow for time at the end for a more open exchange of dialogue.

Video Conference Set-Up

- Adjust camera distance and height: It is recommended to set the camera so that the view is in a “6 o’clock news head and shoulders shot.”
 - You want to be close enough for a head and shoulders angle of view, but not so close that only your face fills the screen.
 - It is helpful to sit back a bit from the camera (your arm’s distance to the camera is about right). If you are using a laptop/tablet/phone camera make sure that you are not looking down at the camera and that it is at eye level. You may want to elevate your camera (laptop/tablet/phone) to raise it to eye level.
- Web cam & “Eye Contact”: If you are using an external web camera, center it directly on top of the screen if possible. Try your best to look at the camera when responding as this will come through more similar to traditional “eye contact”.
- Lighting: Windows and light directly behind you can create a glare and make it difficult to see your face. Light coming from in front of you helps to highlight your face and create a crisp, clear and professional image.
- Backdrop: Make sure to organize the space that will be visible in the shot to minimize distractions for the search committee.
- Silence desk phone: Remember to silence or unplug devices such as a desk phone which might ring during the interview.
- Notifications: Remember to turn off or silence your email and/or other “digital notifications” which might “ping” during the interview.
- Lag time: With any internet-based forum, remember there can be a slight lag in the audio/video. It is recommended to have one person speak at a time.
 - As the candidate, it works well to wait until the other person has clearly stopped talking to avoid any awkward moments in the conversation.
 - A brief pause, smile and nod, and then going into your response works well.
- Wi-Fi: For best Wi-Fi reception, you may want to turn off any other devices that may diminish your signal.

Recommendations

- Remember to relax and smile. These things come through.
- Silence or vibrate your cell phone after connecting, but please do not turn it off as it may be needed to reach you in the event of a disconnect.
- Be well prepared. Know the responsibilities of and qualifications for the job. Go to the position's website and familiarize yourself with the Department/College/Institute. If you have not yet reviewed the additional materials (such as a "Position Profile", Annual Report (if available), Strategic Plan (if available) etc.) now is the time to do it.
- Pay attention to time. Some questions may not need as long of a response but if answers are too brief, the audience may be left "wanting". Conversely, answers which are too long can lose the audience. It's all about balance!
 - 3-5 minutes is a good amount of time to give a thorough response, in general. This will allow good flexibility for possible follow-up by the committee and allow for time at the end for a more open exchange of dialogue.
- Demonstrate that you can get to the point and ask for acknowledgement – "Did that answer your question? I can elaborate if you would like and if there is time".
- Build familiarity/relationships. Know committee members names and titles, if possible.
- Up to this point, your audience only knows you on paper. Now is the time for you to "tell your story." Even though they have read your cover letter and supporting materials they will want to "hear" your message.
- Have a few bullet points of things that you want to highlight in your background. Weave these into the discussion. A lined pad works well, but avoid shuffling through papers or reading from notes.
- Be prepared to expound on how the position fits your skill set. Although you may have been to Georgia or have family close by, geography should not be the main reason you are interested in this position.
- You are on screen. Be animated with your voice – show interest and energy. These things come through.
- It is recommended that you have at least 1 or 2 questions prepared for your time at the end.

Not Recommended

- The color green and clothing with tight patterns do not come through well on camera. Dark, contrasting colors (blacks, navy, etc.) look great.
- Do not read from notes.
- If something goes wrong with either the audio or the video PLEASE remember that your audience can probably see you or hear you. Remember to always act like you are on camera, because you very well may be by audio or video!
- It is not recommended to ask these questions:
 - What is the salary?
 - What are the benefits?
 - What about relocation benefits? We recommend that you keep the discussion about your interest in the opportunity.
- Be mindful of speaking poorly of others - your employer or difficult people. Be diplomatic.
- Don't get too comfortable, i.e., elbow on back of chair, slouching forward or leaning back. It comes off as being uninterested or unprofessional.
- Please refrain from making anecdotal comments or asking questions regarding religion, politics or sex/gender.