**How to Ace Your Video/Phone Interview — for Job Seekers**

**Why a Video/Phone Interview?**

More organizations are turning to video/phone interviews today because it reduces screening time for a large number of candidates and it is more convenient for both interviewer and interviewee to conduct an interview virtually.

For job seekers, video interviews also allow for a personal and visual interaction with a potential employer without investing much time and money.

**Preparation for the Interview**

* Set up your computer for the interview at least 15-30 minutes ahead of time, this will get you familiar with the set up.
* Dress for the interview, from head to toe!
* Find a quiet, private, well-lit place, free from possible interruptions by other people, pets, or noises.
* Avoid having too many items around you which can distract you and the interviewer.
* Position your webcam so you have a neutral background free from distractions.
* Take some time to review your research notes.
* Ensure your internet connection is stable.
* Check that your computer’s audio is working.
* Test your computer’s webcam.
* Close any unnecessary web browser tabs and applications.
* Place your phone in silent mode. Close any email or messaging apps on your computer that might distract you with random notifications.
* If you regularly use hand gestures, be sure to practice them in advance as sometimes hand gestures can look odd when your hands are cut off.

**During the Interview**

* When listening, nod and smile to show you are engaged.
* Look at the screen not the camera to maintain eye contact during interview.
* If you are doing a phone interview, make sure you are sitting upright.

**What to Have:**

* A copy of your resume
* A copy of your reference sheet
* Pen and notepad
* 3-5 questions you wish to ask at the end of the interview
  + Hint! Write these questions down on your notepad beforehand, so you don’t forget them
* Name and phone number of the interviewer(s)
* A positive demeanor ☺

**What Not to Have:**

* Cell phone/electronic device/smart watches (turn off)
* Children, Pets, anyone else in the room with you
* Turn off any loud noises or noises that can be distracting
* Excessive jewelry
* Excessive piercings
* Uncovered tattoos (if they need to/can be covered)
* Flashy or overly bright clothing
* Gum/Food
* Coffee/Soda/Juice