**TIPS FOR VIDEO INTERVIEWING**

* Review all the instructions. Ask for help (which is typically available online or by telephone) if you're not sure how the webcam works or if you have questions.
* Follow the directions.
* Dress appropriately in professional interview attire, just like you would for an in-person interview.
* Practice - if you have a webcam, record yourself to see how you appear on camera.
* Be aware of your surroundings and the lighting.
* Look at the camera, not down at the desk or table.

It's important to remember that a video interview is a "real" interview, just like when you interview in an office. Your answers will be weighed and selection decisions will be made, just as they would be if the interview was in-person. In fact, given that the interview can be scored and reviewed, it can be even more important than a typical first round phone or screening interview.

**How to Interview Successfully**

Kim Bishop, Senior Client Partner at [Korn/Ferry International](http://www.kornferry.com/), a premier global provider of talent management solutions, shares her expert advice on how to interview successfully via video: Kim says, "With advance planning and preparation, the video interview isn't very different from an in-person interview." Plan your interview as you would any other job interview.

**Advance Planning**

* Make sure that you send any materials (resume, etc.) that the recruiter needs, in advance.
* If the interview is to take place at a company office, arrive early so you have time to get situated.
* Ask for assistance if you're not sure how to use the equipment (actually, even if you think you can figure it out, it's good to ask for a quick overview).

 **What to Wear**

* Dress professionally. Wear the same [interview attire](http://jobsearch.about.com/od/interviewattire/a/interviewdress.htm) you would for an in-person interview.
* Don't make the same mistake one candidate did! He wore a suit jacket, dress shirt, and tie, presuming that only the top half would show. However, when he stood up, the interviewer got a full-length view, including the jeans he was wearing.

**During the Video Interview**

* Make sure the table is clean and neat. You don't want to distract the interviewer.
* Be aware that the microphone picks up all the noise in the room. Don't tap your pen or shuffle papers.
* Make eye contact. If you don't the camera will be focused on the top of your head.
* Use the Picture-in-Picture feature so you can see how you appear.

**The Interview Process**

* The interview process will be the same as an in-person interview. The interviewer's objective (to screen candidates for employment) is the same.
* You will be asked the same type of [interview questions](http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm). Also, be prepared to ask questions, as well.
* If you're not sure about how the interview is proceeding, it's fine to ask the interviewer how you are doing.

It is important to regard this type of interview as if you were meeting the interviewer in his or her office. The value for you, as well as for the hiring manager, is equivalent, and interviewing successfully, however it takes place, is the key to getting hired.