

Video Interviews

Types of Video Interviews

Live Video Interviews: These interviews are conducted in real-time, similar to in-person interviews, using a video chat platform like Zoom or Skype.

One-way / Recorded Video Interviews: This type of interview involves no human interaction. Companies send you a link to an interviewing platform that you use to record your answers to prearranged interview questions. Your responses are reviewed at a later time by a hiring team.



Before the Interview:

You will prepare for virtual interviews the same way you prepare for in-person interviews. It's important to research the company, dress professionally, understand the job description, and have stories prepared to demonstrate your qualifications. Visit the [Interviewing](#) page on the Career Center Resource Guide for more information on how you can prepare for an interview.

Special Considerations for a Video Interview

- **Location & Environment:** It's important to set the stage for the video interview in a well-lit room with your back to a neutral wall that is free of posters or other items. Your face should be well-lit and the webcam should be at eye-level so that you aren't looking down into the camera. Don't use a swivel chair.
- **Minimize Distractions:** Ensure that the space will be free of distractions and that you won't be interrupted during your interview, e.g., by pets, loud roommates, a knock on the door, construction noise etc. Close other programs and browser tabs.
- **Check Your Technology:** Make sure you have a strong internet connection, confirm that your webcam and headset or earbuds work properly. Download the interview software in advance and make sure you have the recommended browser installed on your computer.
- **Practice:** Practice in the location you'll be interviewing. Record yourself and play it back. Practice with a friend or schedule a mock interview.



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- **Time Your Responses:** You will generally have a few minutes to record your response to each interview question. Practice your answers with a stopwatch. Your answers to more complicated questions should be one to two minutes in length.
- **Notes:** Don't get distracted by looking down at notes. Jot down a few bullet points on a sticky note and place it beside your webcam, or review notes in any allotted prep time for the question (recorded video interviews).

During the Interview:

- Log into the interviewing platform approximately 10 minutes early. Set up and test your camera, connection, and microphone on a fully charged device.
- Email your recruiting contact immediately if you are unable to connect, or if the interviewer does not log into the interview at the agreed upon time.
- Some on-demand interviews may have specific time limits to answer the questions or a maximum number of attempts. Read the instructions carefully so you know how long you have to answer the question and how many attempts you have.
- Maintain steady eye contact and always look at the camera, not the screen. Listen carefully, and smile and nod as appropriate.
- Maintain good posture. Sit up straight and lean forward slightly towards the camera to appear interested and engaged.
- If something unexpected happens, e.g., an ambulance goes by behind you, simply excuse yourself and move on.
- If you lose connection during the interview, don't panic. Close your web browser, re-open it, and click on the interview invitation to reconnect.

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After the Interview:

- Follow up with a thank you email that reiterates your interest in the position on the same day as your interview.
- Send materials or documents requested by the employer immediately.
- Wait before adding a potential employer on LinkedIn; connecting on social media during the interview process can be perceived as too forward.
- Unless otherwise specified, follow up with the interviewer after about two weeks to check on the status of the job selection process.
- Send a thank you note even if they notify you that you didn't get the job.
 - Thank them for their time and tell them that you enjoyed learning about their organization and the position.
 - Ask for feedback, "Would you mind providing feedback on what I can improve upon in the future?"
 - Let them know you would be interested in hearing about future opportunities.

Thank-You Email Checklist

- ✓ Thank interviewers for their time
- ✓ Personalize your message with details from your conversation
- ✓ Reiterate your interest in the position
- ✓ Thank them (again)
- ✓ Let them know you are looking forward to hearing from them
- ✓ Do a spelling/grammar check

Sources:

Borsellino, Regina (2020) [20 Video Interview Tips to Help You Dazzle the Hiring Manager and Get the Job](#) themuse.com

Doyle, Alison (2020) [Tips for a Successful Video Job Interview](#) thebalancecareers.com

Indeed Career Guide (2020) [How to Succeed in a Virtual Interview](#) indeed.com

Vyas, Shivani (2020) [5 Tips to Ace Your Virtual Interview](#) workitdaily.com

Way Up (2020) [Top 20 Entry-Level Job Interview Questions and Answers](#)

Video Interview Sample Questions*

Visit the [Interviewing](#) page on the Career Center Resource Guide for more information on how you can prepare for an interview. Employers interview candidates by phone to narrow the field of candidates for a position before moving finalists on in the interview process, so be prepared to answer questions like the ones below.

1. Tell me about yourself/Tell me about your background.
2. What are your strengths? Your weaknesses?
3. How would your past professors or managers describe you?
4. Describe a situation in which...
 - a. You faced conflict or difficulty in either work or school*
 - b. Had difficulty or disagreed with either a supervisor or peer on a project*
 - c. You had a leadership role or project you are particularly proud of*
 - d. You handled a looming deadline*
 - e. You worked on a team*
 - f. You taught a concept to a co-worker or classmate*
 - g. Someone critiqued your work. How did you respond?*
5. Tell me about this (class / internship / activity) I see on your resume?
6. Why are you interested in this role?
7. What do you know about our company?
8. How has your internship experience prepared you for this position?
9. What were some of your favorite/least favorite classes? Why?
10. How would you assess your writing and communication skills?
11. What activities do you do outside of work or school?
12. What are your salary requirements?

*Behavior Based Questions

Interviewers want to know what you DID rather than what you WOULD do in a given situation. Use the S.T.A.R. method to help you organize specific, thoughtful, and concise answers.

S. = Situation Describe a specific event or situation from a previous job, from a volunteer experience, or relevant event.

T. = Task What goal were you working toward?

A. = Action Describe the actions you took to address the situation with appropriate detail. What specific steps did you take and what was your particular contribution?

R. = Results Describe the outcome of your actions: What happened? How did the event end? What did you accomplish? What did you learn? Include multiple positive results.

*Way Up (2020) [Top 20 Entry-Level Job Interview Questions and Answers](#)