



Knowledge Base Article GJKB030

Preparing for, taking part in & following up a video interview

Before the call:

Get comfortable with the technology;

- As much as possible familiarise yourself with the platform to be used, how to accept invites, join a meeting, share screens etc. Most offer a free basic account
- If you are going to share your screen to give a presentation or just share your CV, close down all other windows before the call
- Practice with friends or family asking and answering questions, sharing screens.....
- If using an external camera make sure, when sitting comfortably, the camera frames you correctly, centrally with space around your face – no missing chins or hair, and is set just above the screen you will see your interviewers on
- Do an audio check to ensure if using external devices both the correct microphone and camera are selected and optimised
- There are many videos on line on how to be professional on video conferencing/interviews from a technology viewpoint. Invest in reviewing these and developing a style that works for you. Our [website](#) contains a free [Knowledge Base](#) section containing a [video](#) by Steve Vaughan of our training team on this, as well as other tip sheets for candidates on interviewing and self-development. The below also contains a few key tips

Optimise your surroundings & set-up;

- Mute email and phone notifications
- Ensure as quiet a location as possible and if possible, lock the door
- Check what appears in the background and make it look professional, using a virtual background is an option
- Make sure you have everything you may need to hand, having to gather something part way through breaks the flow. Notes and data you may want to refer to, a glass of water....
- Turn off unnecessary tech sharing the same broadband connection in order to maximise quality of call. i.e. WiFi on mobile, tablets, other computers as it they start downloading updates. Pause backups if you use cloud storage. If you are brave enough game consoles of teenagers!
- Optimise lighting so your face can be clearly seen, not in shadow

Treat it like a face to face interview and prepare accordingly;

- Find out about the company, its products, applications, markets and the people who will be on the call. Have your searching questions written down. This will help ensure you do not take a job that is not quite what it seems and shows the interviewers your professionalism. If they make a statement about the job, company, technology, culture which is either key to you joining or you do not fully accept ask for proof. Ask why, how, show me type follow up question. Good questions often impress more at interview than good answers
- Anticipate the questions you will be asked and prepare your responses. What supporting evidence can you provide to convince those conducting the interview with respect to performance, measurable results, outcomes, achievements, personality?

- If you are being interviewed for a position which involves a significant change in role, what evidence can you use to illustrate the efforts you have made to help prepare yourself for such a move? What relevant experience have you gained and what have you learnt?
- As there is less opportunity to form a social platform before the interview, on the walk from reception and face to face introductions, prepare some opening questions that will get each interviewer talking about their role, experience, goals in the company
- Dress as for a face -2-face interview. Even though you can't be seen fully this helps have the right mindset for the interview. If you are wearing headphones do not wear long earrings as these tend to clang and disturb the conversation
- Just before the call starts, visualise a positive outcome and use any other techniques that work for you in order to get into the right frame of mind AND SMILE

On the call:

- Do not stare at the camera, look slightly above it or to one side
- Leave slightly longer pauses before you speak. With fewer visual indicators it is all too easy to start speaking over others
- To help build a connection where appropriate use people's names when asking/answering questions. Compliment people for good questions and answers they give you
- Take notes, this indicates you are taking the interview seriously and engaging fully. When starting to take notes ask "do you mind if I take notes?". This makes looking away from the camera, showing the top of your head to the interviewers more acceptable
- When taking part in an interview, remember it is not a one-sided meeting. The company may need the person more than the person needs the job, however even if in a position of strength, a good attitude is key. People are looking for enthusiasm, a positive attitude balanced with a sense of reality
- At the end of the meeting either ask for the job or ask if they have any reservations about progressing with you to the next stage. Use the words you are comfortable with. Even a very soft questions such as "can you give me any feedback today from our meeting" is better than nothing. The reason this is so important is that it prevents misunderstandings. We have seen cases where a job was not going to be offered because the interviewers either made assumptions or incorrectly interpreted statements made during the interview. By checking at this stage, you can clear up any misunderstandings before they become fixed in the mind of the interviewer. If objections are raised you cannot answer on the spot, seek agreement to take a defined period, a day or two, to think about them and how to respond. Then take the time to think about if they are real, false or irrelevant and take your case back to the company, providing of course the position is still of interest

After the call:

- Follow up. Make sure you obtain the email addresses of the people who interview you. If you want the position follow up thanking them for their time, confirming your interest and summarise your key strengths/fit for the role. Above all emphasize your motivation for the role as motivation is a far greater indicator of how someone will perform than capability

A few closing points:

- There is an old saying “those who listen lead”. Just as in selling a product, at interview we are selling ourselves. Remember we have two ears and one mouth, use them in this ratio. Questioning not dominating the conversation allows you to control the meeting, shows interest, courtesy and professionalism. Remember everything we say has either a positive or negative impact. Only say what contributes to the positive impression you are aiming to give
- A key factor for success is attitude, always positive, friendly yet in control, keen and confident to do well
- Two heads are better than one. If you are uncertain with respect to any aspect relating to the interview process, call us to discuss your options and decide on the best way to proceed



Our conviction is that:

Nobody can fully advance their career and no company can reach its' full potential unless they:

- Recruit the best
- Train and develop these people to maximise their performance
- Retain them
- Have these people aligned with and implementing the right strategy

Our mission at george james ltd is to help companies and individuals successfully achieve these fundamentals thereby maximising company values and individual career success.

Our Customers are:

Global technology startups and small businesses to the largest international corporations looking to increase shareholder value via recruiting the best people, training and developing their employees and optimizing their strategy

Investors interested in early stage pre-qualified investment opportunities, looking to bring in knowledge and experience to existing investments to address performance issue or maximize value and seeking industry expertise regarding events such as a trade sale or IPO.

Recruitment

- Full Time
- Interim
- Free NED/Chair service
- Field based to Board Level

Training & Personal Development

- For Sales, Support & Service people
- Tailored & Open Programmes
- One to one Performance Coaching
- Field based to Board Level

Consulting

- Strategy: Formulation and Execution
- Fund Raising
- Corporate Development