

## Tips for a Successful Video Interview

Whether you're new to interviewing via video conference or have been through this before, we've created this checklist to help you put your best foot forward. Recognizing not all items apply to every situation, we hope you find it helpful. Good luck in your interview process!

### In advance

#### Technology & Environment

- ☐ Test your camera and microphone to ensure equipment is working properly
- ☐ Download the Zoom app if using a mobile device; Zoom automatically runs through the web browser on laptop or desktop
- ☐ Decide where you'll log in from, ideally a room with stable Wi-Fi
- ☐ Ensure the space is well lit to avoid shadow
- ☐ Be mindful of your background and tidy up or consider using a business appropriate virtual background

#### Interview Prep

- ☐ Be prepared to provide specific examples of your experience using the [STAR method](#)
- ☐ Practice answering questions out loud and, if you can, into the camera to get comfortable
- ☐ Research the department you're interviewing with on the [HLS website](#)
- ☐ Prepare a few questions to ask your interviewer(s)

### On the day

#### Make a Strong Impression

- ☐ Dress for success, just as you would for an in person interview
- ☐ Give yourself 5-10 minutes prior to interview time for a final tech check and log in
- ☐ Mute your cell phone and computer notifications to avoid interruptions
- ☐ Keep a copy of your resume handy along with any notes you'd like to refer to
- ☐ Have a pen and paper to jot down notes
- ☐ Keep a glass or bottle of water within reach
- ☐ Be mindful of body language; maintain eye contact and good posture
- ☐ Project your voice and speak clearly in a conversational tempo; not too fast or too slow
- ☐ Listen carefully and ask thoughtful questions when given the opportunity
- ☐ Send a personalized email to thank your interviewer(s) for their time and reiterate your interest in the position (find email addresses on department website)