Video Interviewing

**TIPS**

**Before**
- Test the software ahead of time & create a professional username
- Clarify the time zone
- Test your microphone & speakers prior to the interview (you may use headphones)
- Adjust the camera to show your head & chest
- Simple background or plain wall; quiet room
- Dress professionally & avoid bright colors
- Sign into the software 10-15 minutes early
- Do **NOT** use the camera as a mirror
- Close all other programs on your computer

**During**
- Relax, stay positive, & remember to smile
- **ALWAYS** look at the camera & not the screen (virtual eye contact)
- Before looking off camera, inform the interviewer
- If technical difficulties occur...do **NOT** panic
- Limit hand gestures when talking. It may disrupt the camera feed
- If you don’t understand/hear a question, ask for them to clarify/repeat it
- Use specific examples of how you demonstrate the skill
- Be honest & give complete answers

**After**
- Send a thank you letter as soon as possible, ideally right away!
- Reflect on the interview:
  - Identify questions that didn’t go well & modify your responses
  - Identify any new questions you were asked
- Follow up with the employer as appropriate

MORE INFORMATION
WWW.PDX.EDU/
ADVISING-CAREER-SERVICES

CONTACT US
402 UNIVERSITY SERVICES BUILDING
MONDAY – FRIDAY 8:30AM – 5PM
ASKACS@PDX.EDU | 503.725.4005

[Links and icons for PSU Advising and Career Services, PSU ACS, and PSUACS]