

D3 Video Interviews Tips

Video interviews are becoming more commonplace in the workplace today. As hiring becomes more global, both for employers and candidates, video interviewing is a way to expedite the interview process. Hiring managers and recruiters can conduct first-round interviews more quickly, save on transportation costs, and get the interview process started much faster using video conferencing than they can scheduling an in-person interview.

Video - The Next Step in the Recruiting Process

Firms and companies hiring at all levels, from entry-level to experienced professionals, are more comfortable using technology and video interviewing is becoming the next step in the online recruiting process for many recruiters and employers.

For the job seeker though, it can be a little intimidating. It is hard enough to interview face-to-face, let alone in front of a camera and microphone. It can seem like a scary proposition, even for those of us who are familiar with technology and use it on a regular basis.

How to Video Interview Successfully

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.

Review the following tips that D3 has compiled, to make sure you ace a video interview. Keep in mind, a video interview carries as much weight as an interview conducted in-person, so you will want to make sure that you are well prepared to interview remotely.

Tips for Video Interviewing

Planning

- Make sure that you send any materials (resume, writing samples, professional reference list, etc.) that the recruiter needs in advance.
- If the interview is at a company office, arrive early so you have time to get properly situated.
- Ask for assistance if you are not sure how to use the video equipment. Actually, even if you think you can figure it out, it is good to ask for a quick overview.

Attire/Dress

- Dress in conservative business attire. Wear the same interview attire you would for an in-person interview.

During the Video Interview

- Make sure the table is neat and clean. You do not want to distract the interviewer.
- Be aware that the microphone picks up all the noise in the room. Refrain from tapping your pen or shuffling papers.
- Make direct eye contact with the interviewer. If you do not, the camera will be focused on the top of your head.
- Use the Picture-in-Picture feature so you can see how you appear. If you are concerned about your body language, the picture-in-picture can help you monitor it.

Conquer Fear

- The biggest mistake people make when videoconferencing, by far, is that they are apprehensive or afraid of the technology, and their anxiety comes across during the video interview.
- If the machine crashes or the connection goes down (rarely happens), it is important to remember that the interviewers will not blame you, nor will equipment failure reflect poorly on you. In fact, in a lot of cases, the firm or company will be concerned about the impression this will give the candidate, so firms do their very best to ensure this does not happen.

Use the Medium to your Advantage

- Interviewing via videoconference can actually be to your advantage if you can be natural and confident.
- The interviewers know that many people have not used videoconferencing before. If a candidate can come in and adapt quickly to this new situation, it reflects very well on the candidate.
- Leading law firms and companies are typically proud of how they leverage technology, and like to showcase the same to prospective employees. So, if you can do well with videoconferencing it shows that you would be a good fit for a progressive firm's culture.

The Video Interview Process

- The interview process will be the same as an in-person interview. The interviewer's objective (to screen candidates for employment with the firm/company) is the same.
- You will be asked the same type of interview questions. Also, be prepared to ask questions (2-5), as well.
- If you are not sure about how the interview is proceeding, it is fine to ask the interviewer how you are doing.

Additional D3 Information

For additional information and insight concerning video interviews, please consult with a D3 representative. As industry leaders in legal staffing, we pride ourselves on offering our expert commentary and analysis of a wide range of subjects affecting a candidates' employment search. www.d3legalsearch.com