UC San Diego
HUMAN RESOURCES

VIDEO CONFERENCE INTERVIEWING

BEST PRACTICES FOR CANDIDATES

BEFORE THE INTERVIEW

Organize your Technology:

• Internet connection – Please make sure that you have a strong internet connection for the meeting. For a clear HD video connection, you need at least 1 Mbps (Megabites per second). You can test your Internet speed at https://www.speedtest.net/.

  o We highly recommend switching from Wi-Fi to a hardwired Ethernet connection to improve your Internet speed.

• Charging your device – Please make sure your computer or tablet is fully charged. We recommend plugging it into an outlet to avoid a battery outage.

• Zoom – Please take a moment to familiarize yourself with the video platform before the interviews. You do not need an account to join the meeting. Simply click the link that was sent to you to join the meeting/interview.

• Video and sound – Check the audio and camera. Test voice and microphone. You may need to wear headphones if your computer has a suboptimal speaker system.

• Camera Positioning – Keep your camera at eye level, about an arm's length away.

• Mute device notifications – Please be sure to mute any notifications on your device and shut down any applications, such as email that may be distracting during the interview. Please also turn your phone to silent or vibrate.

• Close other programs on your computer – Please close all other programs on your computer to minimize distractions during your interview.

Organize your Setting:

• Lighting – Turn on any available lights in the room. If you have lighting behind you, please add lighting in front of you so that the interview participants can see a brighter image. Generally, your best strategy is to sit opposite an open window.

• Surroundings – Remove anything distracting behind you and try to keep your background neutral.

- Avoid interruptions – If you are interviewing in a home with multiple people or pets, let everyone in the household know ahead of time you will be in an interview. If you have pets, secure your pets to ease away distractions.

- Interview attire – Avoid plaids, stripes, or prints, as the movement of these patterns may distract the viewers on the other side of the video connection. Dress professional, as you would for an in-person interview.

DURING THE INTERVIEW

- Eye contact – Please be sure to look directly at the camera (as opposed to your monitor) when you are speaking. Preferably, your camera will be at eye level. Also, be sure your eyes are not wandering around. This may come off very disengaging.

- Body language – Please be aware of your body language and facial expressions as they can be highlighted when on video.

- Tone of voice – Creating a positive tone is essential and the clarity of your voice is just as important because it demonstrates good communication.

- Movement – Remember to keep your head and body reasonably still.

- Engagement – Pause every once in a while and make sure your interviewer is engaged in what you are saying. When listening, nod to show you are engaged.

AFTER THE INTERVIEW

- Following up – A thank-you letter is just as important after a Zoom interview as it is an in-person interview. Avoid following up on Zoom, though, unless the interviewer requests it.
    o Thank You letters via email are preferred at this time, as most interviewers are working remotely.