Video Interview Preparation Guide

Video Interviews are becoming increasingly common in the hiring process today. We have put together a guide to best prepare you, and to help you familiarize yourself with the video interview process.

Tools Needed:
- A laptop, tablet or a smartphone with a webcam. If you are using a tablet or a smartphone, you want to be sure that you have a stand or a tool to prop it up, rather than holding it with your hand. *Test the audio and video beforehand!*
- Platforms typically used: Zoom, Skype, Teams, etc. Be sure to download appropriate apps or software's ahead of time.
    - For Technical interviews that involve coding, software's commonly used include: Collabedit, CoderPad
- Ensure you have a stable internet connection
- Grab a pen, notepad, and a copy of your resume. It's also helpful to have a glass of water nearby!
- Have a copy of the job description, and the names of your interviewers handy

Research that you need to do beforehand:
- Blachkhawknetwork.com
- LinkedIn, Twitter, Facebook, Snapchat, Instagram, Glassdoor
- Wikipedia page
- Check with your network for connections that work at the company

Etiquette:
- Designate a quiet, private, well-lit space
- Clear your desk space free of distractions
- When listening to the interviewer, nod and smile to show engagement, maintain eye contact and avoid looking down
- Convey positive body language through good posture and using hand gestures when appropriate to demonstrate your enthusiasm for the role
- Dress professionally
- Similar to an in-person interview, be sure to conclude the meeting by thanking the interviewer for their time, and send a follow up thank you note later that day

Come Prepared to Ask Questions - Here are some suggested topics to ask about:
- Company's culture
- Career Path
- Training
- Position summary and challenges of the role
- Leadership Style