



Top Ten List for a Successful Videoconference Advice for the Candidate

1. Preparing for your Videoconference

Preparing for a Videoconference interview is like preparing for any other interview.

- Think through how long you expect it to last and make a note of the key points you wish to get across to the Interviewer.
- Practice your likely answers to expected questions such as – What can you bring to this role that others cannot?
- List any questions you have for the Interviewer

2. What to wear to look your best on television

- Choose clothing that you would normally wear to a business meeting
- Avoid bright colours
- Avoid stripes or intricate patterns
- Pastel shirts can be easier on the eye than bright white
- Be aware of large jewellery that may catch the light on the screen
- Avoid all light or all dark (do not dress entirely in black/navy or white)
- Add a dark jacket over a light shirt – it will look crisp and professional

3. Arrive on time

You will have been sent the address and telephone number of the facility. Contact them before you go, check that you know where they are and if you intend to park ask about parking or local transport. Engage with the staff as they are there to help. Any queries – contact us. Some facilities will be happy for you to visit a day before, some may have other clients and may not be able to give you access.

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4. Relax!

Booking with Eyenetwork makes this an easy experience. Our facilitator will:

- Show you to the room
- Set up the equipment for you
- Ensure a good connection with sound and vision
- Be available outside your room or close to you throughout the videoconference to help you if needed

5. Consider Time Zones

Videoconferencing cuts across time zones, it may be very early in the morning or very late at night in the country of the Interviewer. Bear this in mind.

6. Preparing Visual Aids

Some candidates may have asked permission to use PowerPoint or an interactive whiteboard. ALWAYS ask the company who is arranging the Videoconference whether these facilities are available in the location being booked. If they are we would suggest the following when using any word processing software:

- Use plain fonts between 16 and 24 points
- Use black type on a pale background – NOT pale on a dark background
- Avoid using Red fonts – they glare
- Avoid using Green fonts – they are difficult to see on screen
- Use no more than six lines per slide or screen
- Use upper and lower case letters – all of either will look like shouting or unprofessional
- Avoid underlining words – they are harder to read in video
- Use low resolution graphics
- Keep it short – no longer than 6 minutes – they are interviewing you not the software

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7. What if something goes wrong?

If the picture freezes, the sound goes or it is clear something is wrong pause – calmly tell the interviewer that you are unable to hear/see them clearly and that you are going to seek help. Press the mute button and leave the room. The facilitator should be in the next room or very close.

The interviewer will not blame you, they can only be impressed with the calm and professional manner in which you deal with a difficult situation.

8. Using your laptop

When you bring a laptop to a room the facilitator will connect it up and check that it runs smoothly. Explain clearly to both facilitator and Interviewer when you want to connect the laptop and for how long. The facilitator will wait for you to tell them when to connect and disconnect or show you how to do it yourself.

Once the laptop is connected to the videoconference equipment the Interviewer will continue to hear you but will now see the presentation. As you move the mouse across the screen and move from slide to slide, they will see exactly what you see.

If the facility cannot offer you a laptop connection we would suggest that you post or email your presentation to the Interviewer and ask permission to discuss it at the interview. Take a hard copy with you so that you can refer to each slide or page.

9. Managing body language and auditory volume

- Keep motion natural
- Avoid large gestures such as waving your hands when making a point
- Avoid rocking on the chair
- Avoid making any noise near the microphone (if you have sheets, turn them over away from the microphone)
- To mute sound press the mute button on the microphone, to speak press the mute button again
- Speak in your normal voice – do NOT raise your voice. There is not need to lean into the microphone, it is sensitive and will pick up your voice easily.
- Time delay – you may notice a slight time delay. If you do, account for this by speaking clearly and a little slower than usual.

10. Finally

Videoconference interviews are an everyday occurrence with thousands happening across the globe every day. Relax and enjoy the experience. Above all look confident, relaxed and SMILE, everyone likes to see a smile.

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