

## Video Conferencing Interviews

Videophone and Video Conferencing interviews provide the transfer of audio and video between remote sites. More than half of the largest U.S. companies already utilize videoconferencing. It is a convenient communication method and an alternative to the more costly face-to-face meetings. Anyone, anywhere in the world can perform videoconferencing with the use of a microphone, camera and compatible software. Videoconferencing is available on the Internet. Its continual drop in cost is making it a popular resource for businesses as well as for home use.

### Tips for a successful videoconference interview

#### Appearance:

- Pastel shirts and interesting ties that are not too busy in pattern are best. Pastel shades work well on television, as do bright blues, pinks, fuchsia and green.
- Avoid large areas of red, bright whites, black and navy, as well as plaid, stripes and overly busy patterns.
- High gloss lips and glittery jewelry will catch the light and be distracting.

#### Body Language:

- Look straight into the monitor at the interviewer. It will give the impression that you are looking into their eyes.
- Most people find that it only takes a few minutes to get comfortable in a videoconference interview. Focus on the person you are talking to and soon you will forget the camera is running. Avoid excessive motion. Rocking in your chair or rapid arm movements will appear as a blur to the other person. Don't be unnaturally stiff however. Relax just as you would if you were speaking to someone in person.
- Speak naturally. The microphones will pick up your audio without you having to raise your voice. There is no need to shout.
- Show your energy and enthusiasm. Remember that the camera will stay static. Image and voices are all you have to make yourself interesting and stand out. Don't forget to smile!

#### Set-up:

- Arrive at the videoconference site early enough to get comfortable with the equipment. You want to make sure that everything is working properly and that the table, chair, and microphone are set up to your advantage. Position yourself so that you are looking into the camera, not at the monitor, to give the impression of eye contact. Have the camera as close to eye level as possible so that you are not looking up or down at the interviewers. It is best to position the camera and the monitor so that you can glance at the other participants in the monitor briefly, without breaking your gaze at the camera too often.
- Center yourself in the screen and at a medium distance rather than at the end of a long conference table. You should appear from about the middle of your upper arms and not have an excess of screen space above your head. Sit up straight; do not slouch or lean to the side. Leaning forward slightly towards the camera helps increase eye contact. Conversely, leaning back can create a feeling of distance.
- Set up your notes, pen, water, and reading glasses so that they are accessible but out of camera range. Remember to refrain from shuffling papers or tapping a pen during the interview, however, as that will be picked up on the microphone.
- If possible, arrange the lighting so that you are not in unflattering shadows or washed out, and your coloring is as lifelike as possible. Watch for reflection from your glasses. Don't forget, however, that the camera catches everything while it is on. Therefore, do not use it as a mirror to fix your hair or makeup before the interview. Likewise, do not relax or comment inappropriately after the interview until you are sure the camera is off.

#### Etiquette:

- Hesitate slightly: Be prepared for a very slight delay in receiving the audio and video. This takes a few moments to get used to. Try and get into the habit of hesitating slightly before speaking to

assure that the other person has finished speaking, and again when you complete what you have to say so that other participants know that you are done.

- Speak clearly and listen carefully.
- Each participant in the videoconference should introduce themselves, and state their location if there are various offices involved, at the beginning of the interview or anytime a new participant joins the session. Jot down this information so you can use your interviewers' names during the interview, and address your questions and comments as appropriate.
- Videoconference interviews also differ from in-person meetings in that there is no opportunity for a handshake to begin or end the session. Therefore, to wrap things up, summarize your main points, thank the interviewers for their time, let them know you are interested in the job, and ask about next steps. Pay attention to the time without obviously glancing at your watch and follow the interviewer's cues that the session is drawing to a close.

### **Information about Local Video Conferencing Facilities**

- Yale University – Information Technology Systems (ITS): The Telecommunications Department has several videoconferencing systems equipped to meet the varied needs of the Yale community.

Billing inquiries and any other questions regarding Video Conferencing should be directed to: Jeff Euben at [jeff.euben@yale.edu](mailto:jeff.euben@yale.edu) or 203.432.7040. To make reservations, contact the Telecommunications Department receptionist at 203.432.2001.

- FedEx Kinko's: There are more than 150 videoconferencing FedEx Kinko's Office and Print Centers that offer videoconferencing. Closest FedEx Kinko's Office and Print Center with Video Conferencing capabilities is at the following location:

Orange CT Boston Post Rd  
400 Boston Post Rd  
Orange, CT 06477-3545  
United States  
Phone: (203) 799-2679  
Fax: (203) 795-3581  
EMail: [usa0255@fedexkinkos.com](mailto:usa0255@fedexkinkos.com)

#### Hours:

M - Th OPEN 24 Hours  
Fri 7:00 AM - 11:00 PM  
Sat 7:00 AM - 11:00 PM  
Sun 7:00 AM - 12:00 AM

For location and pricing information for international videoconferencing, call 1.800.669.1235. If outside of the U.S., call 404.649.4996.