



## Videoconference – The Job Interview (Best Practices)

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Our San Diego conference rooms are used by national and international companies to interview job applicants on a weekly basis. We have had applicants interview for jobs in locales such as Taiwan, Copenhagen, and Washington DC. [Discovery Conference Centre](#) provides the technology to allow for the interview through our high-speed dedicated T1 IP videoconferencing equipment.

We have noticed a pattern of the applicants interviewing for a job. There are the obvious nerves, and 99% of the interviewees have never been “on TV” before and don’t know what to expect or “how to act.” We get questions about where to focus their eyes, how to sit...

We cannot speak to how you should answer questions or sell your qualifications, but we can give some tips for “looking good” on video.

1. Don’t wear white or yellow around your face – it will make you look washed out. The best colors for video are grey, blue, and pastels. Wear your power tie, but don’t wear a white shirt under it.
2. Arrive at least 15 minutes early. Coming in the last minute adds to the stress. This might sound like common sense, but a lot of people don’t map out the location or get caught in traffic...
3. Before the videoconference starts, sit in the seat that you will be sitting in for the interview and expect the technician to frame the shot so you are in the perfect position for the camera. You will be able to see the shot that the interviewers will see.
4. Don’t refuse water or a cup of tea. Being nervous can cause thirst. (If you notice in late night talk shows, the guest always has a glass of water nearby.) Having a cup of tea nearby or glass of water also can act as a prop or excuse to slow down, take a sip, and organize your thoughts.



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5. Do some deep breathing – quickly breathe in 10 times deeply and then breathe out 10 times with force. It is not silly. The breathing will have the effect of deepening your voice (nerves can cause a higher voice) and help get you centered. Actors use this trick before every take.
6. Organize your notes, reading materials, paperwork around you on the table so it is easy to access and you know where things are. Take your papers and a pen out of your briefcase. You will be more confident if you are not fumbling around looking for documents.
7. Turn off your phone. Because of our highly sensitive microphone, we will pick up the sound of your phone even if it is in the vibrating mode; and if you have set it with no sound, but it is receiving emails, the phone still can send out a frequency when an email comes in that causes a crackling noise at the remote location.
8. Finally, know you are getting this opportunity because your resume' and/or your phone interview really impressed the company you are applying for a job with. They want to meet you and see your demeanor before the next step in the job interview process.



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