



Preparation / video interview

To prepare for the video interview, please note the following:

1. Technical checks

Check the working order of the camera, microphone and internet connection in advance. Preferably, use an external microphone (such as headphones with an integrated microphone). Keep spares in reserve in case a device fails.

2. Camera position / field of view

Ideally, the camera is slightly raised in front of you. Ideally, your eyes are situated in the upper third of the picture.

3. Light

Check whether your face is well and evenly illuminated. The light should not come directly from the front but slightly from the side. It should not cast any shadows on your face.

4. Environment

Make sure that there is a tranquil atmosphere. Eliminate any sources of interference. Close doors and windows in order to exclude any background noise, street noise or interruptions. Tell people in your environment why you do not want to be disturbed.

5. Clothing

Your clothing should be in tune with the background. Delicate patterns and checks tend to be unsuitable for a video interview. An appropriate contrast between your clothing and the background you have selected works best (no white top against a white background).

6. Posture

Pay attention to your posture during the video interview. Sit straight or stand straight. Where this is appropriate, underline what you are saying with slow gestures. Avoid nervous movements.

7. Eyes

Look straight at the camera while you are answering the questions. Do not look at the screen.

8. Language

Many people speak faster the more nervous they are. Try to speak slowly and clearly during the interview but still make sure that your language remains vivid.

9. Response time

Please note the maximum response time that is available to you for each question.

You will receive the link and the data with which you must log into the video platform (if necessary) by e-mail.

Source:

Medialab, University of St.Gallen

<https://karrierebibel.de/videointerview/>

<https://www.jobs.ch/de/job-coach/so-bereitest-du-dich-auf-ein-videointerview-vor/>