

Quick Tips For...

Acing Video HR Interviews

Pre-Interview Checklist

- Test your camera & the audio.
- Elevate your laptop to avoid staring down into the camera
- Have a copy of your resume at hand.
- Position yourself at a table, against a plain, neutral background.
- Check the lighting in the room.
- Close all other applications on your laptop.
- Silence your cell phone and disable vibration.
- Attach post-its around the laptop screen with prompts & questions you wish to ask.
- Have pen, paper & glass of water next to you.
- Have the phone number of the interviewer in case your video connection is lost.



The HR Interview

- FIRST IMPRESSION.** Dress appropriately. Be confident. Look into the camera, not the screen.
- TELL ME ABOUT YOURSELF?** This question will definitely be asked. So nail it with a one minute pitch which emphasizes your best and most relevant HR skills early in the interview.
- STAY POSITIVE.** Even if asked negative questions. Don't trash your former organization.
- SELL YOUR HR SKILLS.** Focus on those skills you can apply right away. Employers want to hear how you can hit the ground running and contribute to their organization immediately.
- TELL YOUR STORY.** Back up your claim of being the best candidate with examples of HR situations where you improved or enhanced results related to the job you're seeking.
- ASK GREAT QUESTIONS:** Prepare 3-4 in advance. Insightful questions will differentiate you.

Post Interview

- THANK YOU NOTES.** Whether email or handwritten, always send them.
- FOLLOW UP...** if you're not contacted by the date promised. 2nd interviews may be needed.

Want more advice for acing your next HR interview? Check out:
HRInterviewSecrets.com