



How do I interview candidates via a Videoconference?

The most important thing you need to know is that **you do not need advanced technical training in order to have a successful videoconference.**

If you have your own equipment

Simply ask the person responsible for the equipment to make a test call **at least** 24 hours before your actual interview date and time. This test allows the technical people at both your office and the Far End to correct any problems and if needs be, to contact Eyenetwork to organise a bridge to assist in a stable connection.

If you are at an Eyenetwork room

Relax! Booking with Eyenetwork makes this an easy experience.

Our affiliated room 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.

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.
- List your questions.
- Agree with other panel members who will ask which questions and in what order.

Starting the Videoconference

Always introduce each person on both sides and ask whether everyone can see and hear each other clearly.

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)
- If there is a noise explain you are going to mute the microphone
- To speak press the mute button again
- Speak in your normal voice – do NOT raise your voice. There is no 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.

www.eyenetwork.com

Telephone +44 1273 324422 or USA Toll Free 800 330 5791

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

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

What if something goes wrong?

If the picture freezes, the sound goes or it is clear something is wrong pause – tell the other end 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.

If this happens and you are in your own office, ask your technical person to help. If simply re-booting does not fix the problems Eynetwork can set up an emergency bridge at almost any time. A bridge will be able to connect locations 95% of the time.

Finally

Videoconference interviews are an every day occurrence with thousands happening across the globe every day. Relax and enjoy the experience.

www.eyenetwork.com

Telephone +44 1273 324422 or USA Toll Free 800 330 5791