



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin



Top Tips for Candidates Participating in Video Interviews

Candidate Top Tips for Participating in Video Interviews

Welcome to your 'Candidate Top Tips for participating in Video Interviews'.

We in Trinity College Dublin recognise that job Interviews can be stressful life experiences. The purpose of this document is to support you as the Candidate to showcase your full potential within the video interview.

Here are some tips and guidelines on how to build rapport and demonstrate your competence whilst essentially talking to a screen.

Before the Interview

Using Zoom Technology

Trinity College uses Zoom technology for interviews.

- You will receive a link to your interview for a set time and date via email
- The link will not be activated until shortly before your interview and you will only get access to a virtual waiting room until such time as the Interview Committee grant you access to join them to commence your interview
- This interview will not be recorded

Practice: To get comfortable with Zoom technology, you can practice with it in advance by;

- Downloading the application [Zoom Technology](#)
- Creating an invite and asking a friend to join you. This will allow you experience where best to locate yourself and how to position yourself within the screen for optimum impact and will allow you check
 - Check your internet connection is strong
 - Test that your video, speaker and microphone are working
 - Check for background noise and decide if you can be heard with or without headphones

During the Interview

Your goal is to be yourself and allow the Selection Committee meet 'the real you'. Here are some top tips to help you.

Communication Protocols within a Video Interview

- First Impressions:** Remember to smile, be yourself and speak clearly to the camera

- Pay attention and listen to communication protocols:** The Chair will outline how the Selection Committee will communicate with you throughout the interview. They will only speak to you via the 'Chair'
- Audio & Visuals:** Check you microphone is on and centre yourself within the video screen
- Answer the question asked:** Wait a moment after the 'Chair' asks the question to account for potential time lag time due to slow internet speeds. This way, you won't cut them off before you have heard the full extent of the question prior to responding.
- Ask for Clarity:** If you are uncertain at any stage of the interview ask for clarity

Tips for Positive Personal Impact within a Video Interview

- Find yourself a professional setting:** Ensure background visuals and noise will not cause any unnecessary distractions. Headphones can be a very useful tool to block out ambient noise
- Be present:** Turn off all other screen alerts or other technology distractions (email, texting, silence phones)
- Place the camera at eye level:** Try to keep yourself centred within the visual screen and align your eye contact with the video camera
- Check your lighting:** Make sure you are adequately lit and there are no shadows on your face
- Minimise unconscious physical movements:** They can cause distraction from the answers you are providing e.g. distracting hand movements, tapping, drinking, eating
- Hydrate:** Set out a glass or bottle of water for yourself out of the camera view