

Video Interview Resources for Candidates

To help you prepare for your virtual interview, please review the tips/resources below. If you have any questions or concerns, contact your recruiter.

- **Test and know how to use your technology**
 - If possible, use a computer instead of a mobile device for the best quality during video interviews.
 - Test your internet connection, speakers, microphone and software. Additionally, using a headset with a microphone can help reduce background noise. If a technical issue happens, address it immediately rather than risk a miscommunication.
 - For video software, COUNTRY Financial / Illinois Farm Bureau typically uses Microsoft Skype or Teams. Your username (e.g. jonsmith1), display name (e.g. Jonathan Smith) and profile image should be simple and professional.
 - Install software updates and close all other programs. Don't chance your computer unexpectedly restarting or notifications popping up during your interview.
 - Have a backup plan. Most video interview invitations will also include a call-in number and conference ID number. Keep these handy in case you have issues connecting with video.
- **Practice and prepare**
 - Do a mock interview with a friend and have them evaluate body language, expressions, voice and the content of your responses. Nuances that may go unnoticed can stand out during a video call. Check for distracting behaviors, such as staring down at the keyboard or frequently using filler words like "um." Practice a confident, enthusiastic delivery of responses. If possible, record your answers to see if they need revision before the interview.
 - Create a new desktop folder for reference documents to avoid searching for a key piece of information during the interview.
 - Keep printed notes, such as your resume, company reference sheet, job description and other key facts nearby, but out of the camera's view.
- **Smile! You're on camera**
 - Keep the camera level with your face. If necessary, adjust your camera to the best height, angle and distance. Maintain eye contact with the camera, not the face on the screen.
 - Choose an appropriate background, such as a bare, solid-colored wall. No controversial or confidential material should be in view of the camera. When in doubt, sit closer to a wall to eliminate other distractions. Well-lit rooms are preferable but avoid bright lights and sitting close to a window.
 - Dress for success. COUNTRY/Illinois Farm Bureau dresses in business casual attire. Prepare as if you're having a face-to-face interview.

More information

Tips for joining Microsoft Skype meetings from a:	
<ul style="list-style-type: none">• Windows computer• Mac computer	<ul style="list-style-type: none">• iPhone or iPad• Android device
Microsoft Skype quick start user guide	Microsoft Skype detailed user guide
Microsoft Teams user guide	

Source: [Blue Signal](#)