

# Ace the Screen: Your Guide to a Successful Recorded Video Interview

A professional process for job candidates to prepare their environment, delivery, and content for asynchronous video interviews.

## 1 PHASE 1: KNOW THE RULES



### Check Your Attempt Limits

Determine if you have a set number of recording attempts or unlimited tries to help reduce stress and allow for re-recording if you make a mistake.

## 2 PHASE 2: SET THE STAGE



### Choose a Silent, Distraction-Free Zone

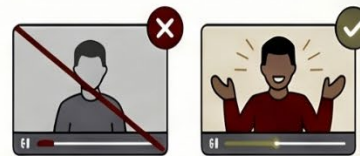
Avoid public spaces like coffee shops; ensure the location is free of interruptions from children or pets.



### Optimize Lighting and Backgrounds

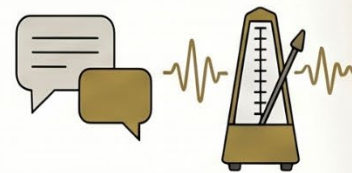
Prioritize good lighting and avoid placing windows directly behind you, as this can negatively impact video quality.

## 3 PHASE 3: DELIVER WITH CHARISMA



### Project Energy and Upbeat Charisma

Avoid a flat, monotone delivery; hiring personnel look for candidates who are animated and excited to stand out positively.



### Slow Down and Enunciate

It is critical to reduce your rate of speech and speak clearly to ensure the viewer understands every word of your response.

## 4 PHASE 4: MASTER THE CONTENT



### Listen to Every Part of the Question

Pay close attention to multi-part questions, as candidates often fail to address the subsequent parts of a prompt.



### Use a "Keyword" Notepad

Keep a blank notepad and pen nearby to jot down one- or two-word prompts that keep your answers on track without distracting the camera.

# Tips for a Successful Recorded Video Interview

## **Tip 1: Know the Rules**

- Find out if you have a set number of attempts to record the video or an unlimited amount. This should help reduce some of the stress knowing you can re-record an answer if you mess up.

## **Tip 2: Set the Stage**

- Pick the right location to record the videos. Find a location that is silent, has good lighting, and is completely free of distractions and interruptions.
  - Coffee shops are **not** ideal places to record videos.
  - Make sure you don't have little kids playing in the background, or dogs barking.
  - It's best to avoid windows in the background.

## **Tip 3: Deliver With Charisma**

- Remember: hiring personnel are looking for some charisma. You need to be a bit animated, excited or upbeat. It is so common to see candidate responses that are flat, monotone and without any energy. As a candidate, you want to not only stand out, but you want to be remembered (positively, of course).
  - This may be a challenge for some people, but it will pay off.
- It is super important to slow your rate of speech down and enunciate well!

## **Tip 4: Master the Content**

- Listen to the question carefully, especially for multiple part questions. All too often, candidates only hear the first part of the question and fail to address subsequent parts.
- Keep a blank note pad and pen on hand. Use it to jot down one- or two-word responses that will keep your answers on track.