

VIDEO INTERVIEW

How to set up your space

WE NEED TO TALK ABOUT UNCONSCIOUS BIAS. The first thing you need to set up is your technology, but please don't stop there! The people interviewing you WILL be looking over your shoulder to see what's behind you, what's on your desk and what that person is doing behind you. It's human nature. They can't help it, and they will unfortunately jump to some conclusions about you if you don't create a clean, quiet space. A messy room, for instance, delivers an unconscious impression that you will be disorganized and messy on the job ... and nobody wants to bring that into their team.

Here are some things I've heard recruiters & hiring managers say were REALLY distracting: A pile of old pizza boxes, dirty clothes, piles and clutter everywhere, loud noises, people interrupting the person being interviewed, phones ringing, kids running around, dogs running around. You get the idea. Go out of your way to make sure your room is clear of all distractions.

And then there are the REALLY embarrassing moments:

My friend Mary's husband walked behind her on camera ... while she was doing a video interview. He was in his boxer shorts (underwear)!

Take the time to make the best impression possible. Here's how:

12 Steps to setting up your space:

1. ROOM: Quiet, CLEAN, uncluttered. NO DISTRACTIONS!
2. DEVICE: Laptop or PC best
3. STRONG INTERNET: Hardwire (ethernet) NOT WiFi! Shut down.
4. SHUT DOWN ALL OTHER APPS.
5. TURN OFF YOUR PHONE.
6. CAMERA: Level with your eyes! Logitech best value + quality. Do NOT look down!
7. STAND if you can. If not, choose a good chair!
8. LIGHTING: Bright In front of you (behind camera).
9. AUDIO: Best to use computer mic or buy one (Yeti Blue is great)
10. CHECK YOUR BACKGROUND!
11. TAPE UP CHEAT SHEETS on the wall in front of you
12. Put a CLOCK where you can see it.