

# SHURIG SOLUTIONS INC. VIDEO MEETING BEST PRACTICES

## For Candidates

Creating a great first impression is the number one advantage provided by recorded video interviews. It allows hiring managers to get a glimpse of your true personality and see how a candidate answers questions in a format that is becoming all the more common. With that in mind, this brief guide should provide you with some useful tips to ensure that you are set up for success.

*Having a great foundation lays the groundwork for future success!*

### OVERVIEW

Making sure that you are well prepared for the interview is crucial.

- Use a desktop computer with a webcam or laptop to provide the best connection and video quality.
- Phone must be rested (cannot be held).
- Double check all aspects of your audio and video settings just prior to the start of the interview to avoid technical difficulties.



*Looking and sounding the part is just as important as the content of what you say.*

### PRESENTATION

- Dress in professional business attire. They may only see you from the waist up, but it's important to make a great first impression.
- Speak clearly and directly into the microphone. For best results, use the microphone in headphones or other external devices.
- Lighting must be directly in front of you - not behind you.



*Good lighting is what separates good from great video calls.*

### LIGHTING

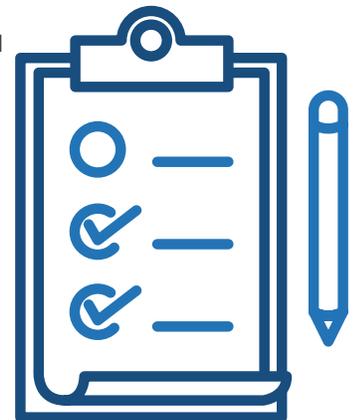
- Avoid glare by covering windows and other natural lighting. Use lamps and overhead lights instead.
- Strong light will cause shadows, as such balance is key to good lighting.
- Ring lights can provide the best lighting and are a must-have for regular video calling.



*You are a qualified candidate. The hiring manager already has your resume. Your video is your chance to shine.*

### CONTENT

- Prepare your success examples in an exciting and concise manner, you may only get 15 minutes of the hiring manager's time.
- Have questions prepared ahead of time to fill any gaps in conversation.



*Remember the video is about you! This is your opportunity to show who you are and why you would be a great addition to the team.*

### OTHER HELPFUL TIPS

- **Confidence is key!** If you go into an interview confident that you will succeed, you will!
- **Address any concerns.** "Do you have any questions about my ability to perform in this role?"
- **Listen.** Actively listening and answering all of the questions will set you apart from other candidates.
- **Always have a backup.** Technology always seems to find a way to fail at the worst possible time. Be prepared for things not working and have workarounds prepared.



**If you have any questions or need help troubleshooting before your interview, contact Shurig Solutions at (317) 983-4473.**