

Prepare for Your Video Call and Make a Good Impression!

It may be a formal business appointment and you will be judged on your and behaviors, even in an IT company where everyone wears khakis, T-shirts, running shoes, and perhaps purple hair and multiple piercings.



For any video call, dress yourself a bit better and above the level you'd expect among others participating, wear conservative clothing, and act in a conservative manner.



What you say will be overshadowed by what you wear. Now is not the time for self-expression. A tentative decision to accept your ideas could be made in the first five minutes.



NO

NO

Some Do's and Don'ts

1. Turn off your cell phone for the call. No exceptions.
2. Job interviews require more formal attire (business-formal), no matter how you dress in everyday life. Business office attire is still business-formal for women and men. Have a good appearance and wear your best. Wear a suit if at all possible or borrow one if you can. Otherwise, a clean and pressed shirt (plain, no prints), with a tie and dark-colored pressed trousers will work for men.
3. A clean and pressed tailored dress or skirt and blouse will work for women, and nothing should be above knee-length. No short skirts. For shoes, both men and woman should wear closed-toe dress shoes .
4. Comb and brush and wash your hair, and get a haircut if you need one. Long hair needs to be tied back. Braids and large or multiple pieces of hair jewelry are not acceptable.
5. Smile when you meet the interviewer with a smile that reaches into your eyes. Look people in the eye. Being assertive does not mean aggressive.
6. Do not hog the conversation, make rude remarks or sit silently at the interview. Respond to questions in a positive, energetic, and forthcoming manner. Ask good questions when you have a chance. Do not try to make jokes.
7. Sell yourself by pointing out how you will benefit the employer. Do not dwell on hobbies, volunteer work, your family, or your personal life.
8. Do not lie about anything.
9. Thank the interviewer(s) at the end of the interview, asking when they will contact you for a second interview or with a hiring decision
10. Send a Thank You Note, hand write a sincere thank you for the interview and mail the note later the same day or first thing the next morning. Be sure to get the interviewer's name correct - call the company and ask if you are not sure. The Thank You Note can make a difference!

Use the following as an effective Pre-Interview Checklist:

1. Be on time.
2. Study the research you have done on the company again on the day before the interview.
3. Be on time.
4. Shoes clean and polished.
5. Clothing pressed and stain-free.
6. Hair is controlled and neat.
7. Be on time.
8. No big or extra jewelry. Only ONE ring on each hand and ONE earring in each ear.
9. Know the name of the interviewer(s).
10. Be on time.