



The Go-To Guide For One-Way Interviewing

BY TOPDEVZ

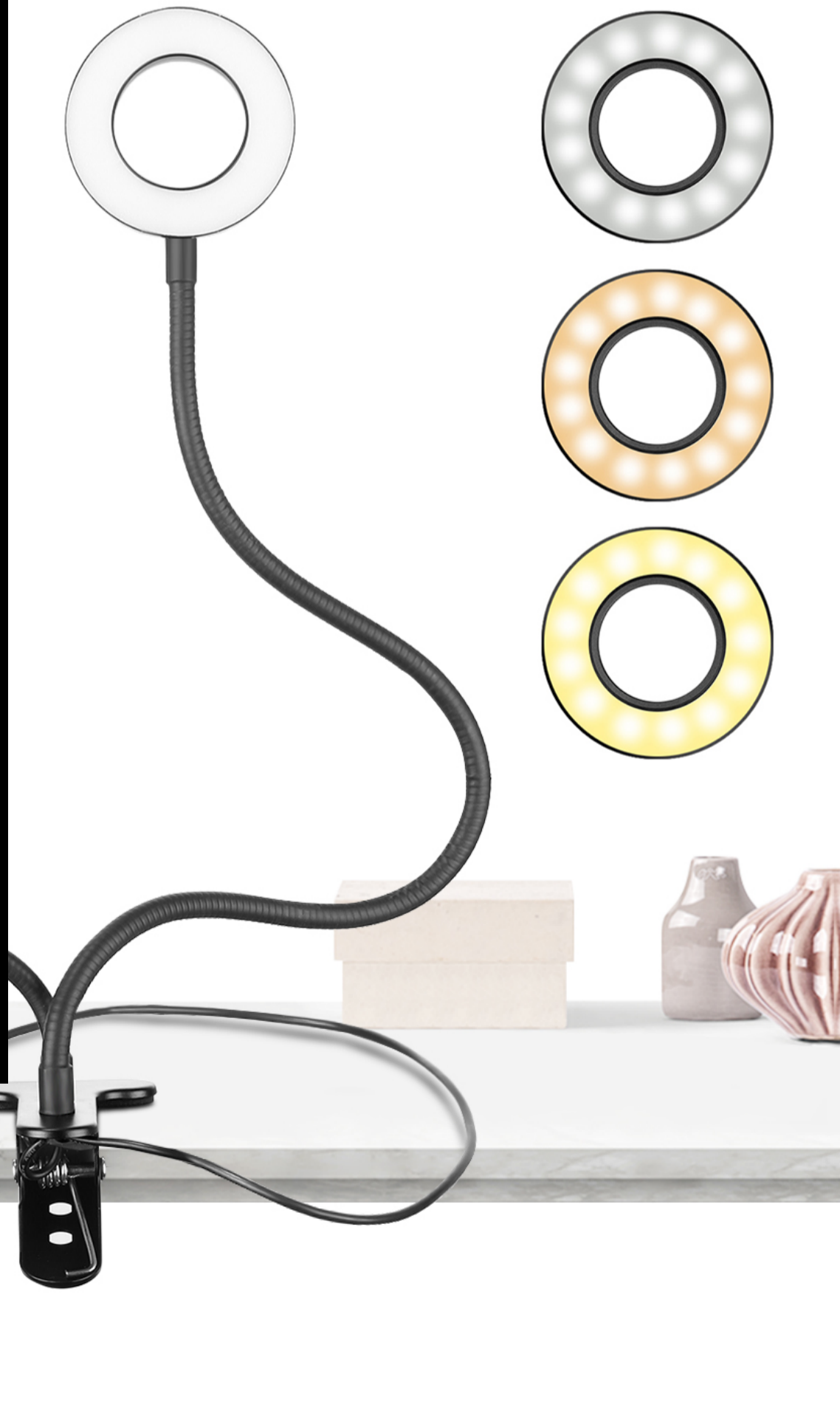
A photograph of a bedroom. In the foreground, a laptop is open on a bed with white sheets. To the right of the laptop is a black remote control and a small decorative object. In the background, a wooden desk holds a lamp, a water bottle, and some papers. A window above the desk looks out onto a building. A dark semi-transparent box on the right side of the image contains text.

Choose Location Carefully

- Choose a quiet spot where you are the only person visible.
- Make sure the space you choose looks clean and professional.
- Make sure your background is neutral, no posters or distractions and have at least two feet of distance behind you.
- Be sure to be free of your children, pets or roommates. Lock the door to avoid accidental interruptions.
- Test for sound to make sure your microphone isn't picking up outside noise or inside echoes.

Have Good Lighting

- Natural sunlight is always the best option. When using artificial lighting, always go with cool and more natural tones rather than warm and yellow tones, and consider a brightness above 1600 lumens.
- Place a light facing you behind the camera, about 2.5 to 3.5 feet away. Position it slightly off to one side; this will illuminate you on screen.
- Your goal is to minimize shadows, enhance facial features and look sharp!





Obtain the Tools You Need

- If your computer doesn't already have a webcam, then invest in a good one.
- If the lighting is poor, buy some! Nothing too expensive, some simple light bulbs and clamps will do just fine.
- If sound quality is poor then invest in a small microphone, if volume is an issue then use a headset, but avoid using a bulky headset that can come off distracting.



Stay Hydrated

- Keeping hydrated will allow you to speak for longer and pronounce your words more clearly.
- Keep your lips moisturized with a balm.
- Keep a water bottle nearby but out of camera view.

Get Comfortable with the Camera

- Practice recording yourself to see what needs improvement.
- Don't get caught up in trying to record the perfect response. You want to come off professional but also natural.
- Remember to smile!





Maintain Good Posture

- Keep your back straight and shoulders relaxed and don't slouch!
- A strong posture will help you appear more confident and trustworthy.

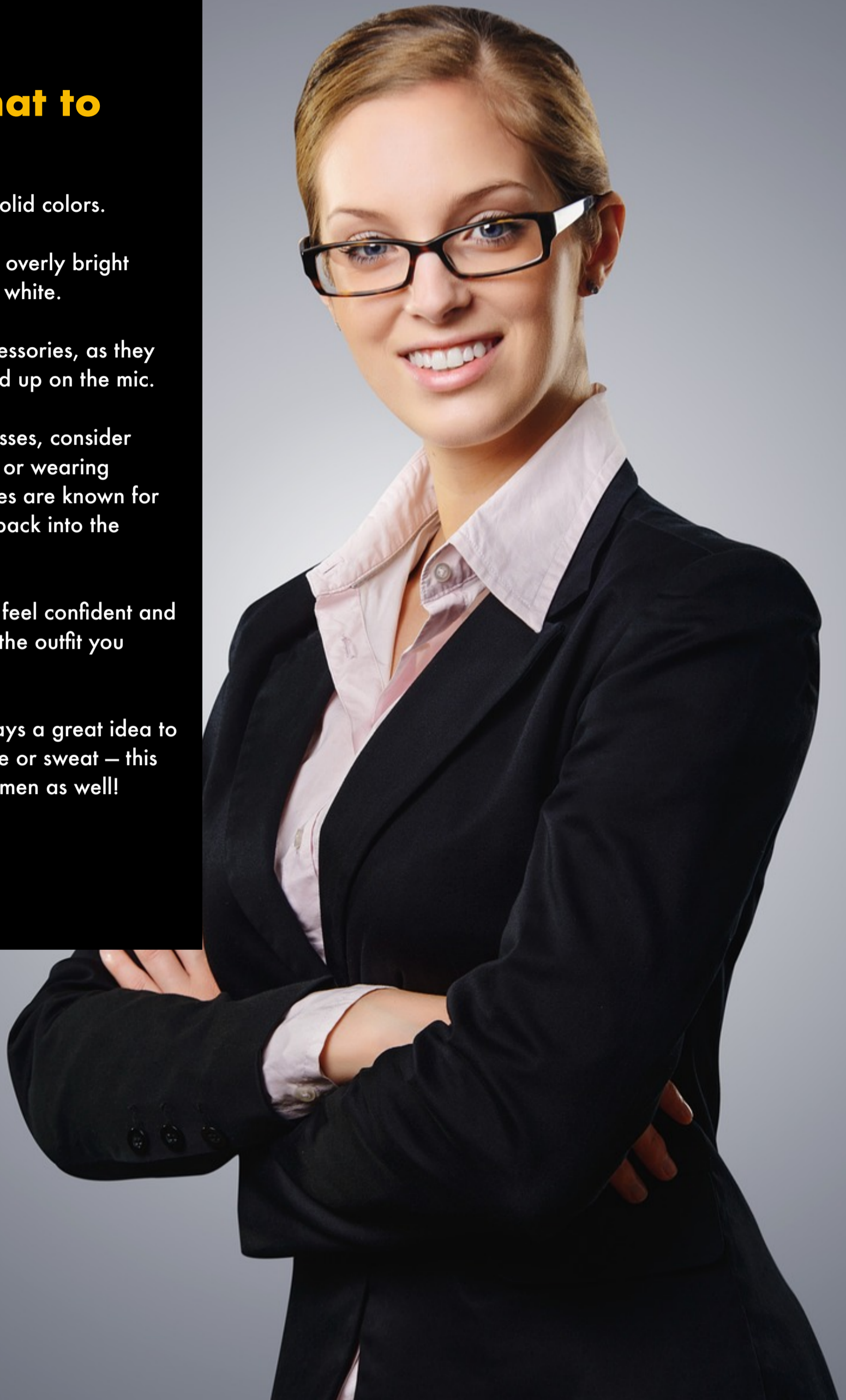
Familiarize Yourself with Your Talking Points

- Don't memorize what you're going to say word-for-word. You don't want to sound scripted.
- Study your talking points so you are able to speak naturally during filming.
- Have a summarized outline, cue cards or script of your talking points nearby for quick review. Make sure your notes are not in view of the camera, and keep them eye level to avoid constantly looking down.



Know What to Wear

- Wear dark or solid colors.
- Avoid patterns, overly bright colors, or plain white.
- Avoid loud accessories, as they might get picked up on the mic.
- If you wear glasses, consider taking them off or wearing contacts. Glasses are known for reflecting light back into the camera.
- Make sure you feel confident and comfortable in the outfit you choose!
- Makeup is always a great idea to avoid face shine or sweat — this also applies to men as well!



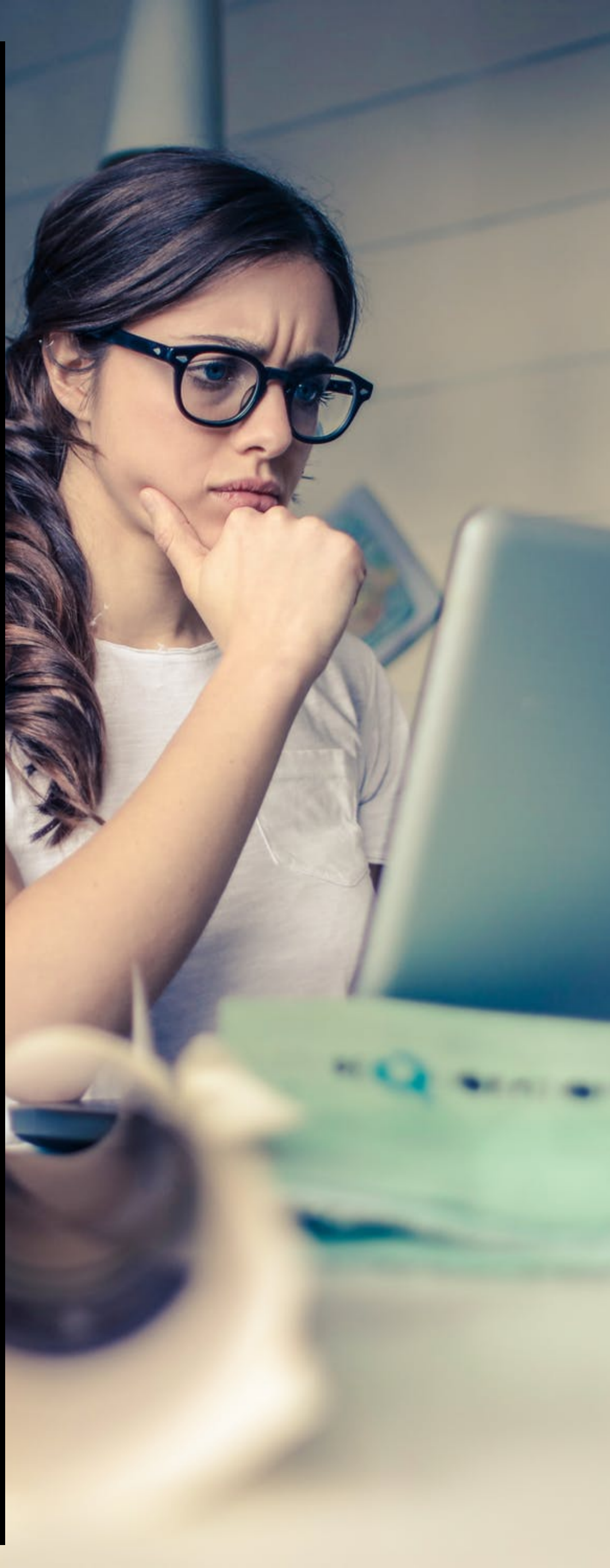


Address the Camera as if it Were a Real Person

- Look directly in the camera as if you were speaking to a real person.
- Have a friend stand directly behind the camera and speak to them if that makes you feel more comfortable.
- Be sure to adjust the camera to eye level.

Be Aware of Your Nervous Habits

- Be cognizant of and try to control any nervous habits. Some examples are cracking your knuckles, tapping your foot or saying unnecessary filler words like “um” “uh” or “like” too often.
- If you catch yourself doing these things, take deep breaths and relax your shoulders. You can pull yourself out of it!
- Periodically check your body language to see if you’re tensing up. Be aware of things like crossing arms, leg bouncing or gritting teeth.
- Find a good place for your hands so they are not distracting.





Speak Clearly and Concisely

- People tend to speak too fast when they get nervous. Be aware of this, and aim to speak a little slower than you normally would.
- Take brief pauses in between talking points.

Practice Makes Perfect

- Do a practice interview. Record and critique your own flaws. Also do this to test sound and video quality.
- Try to do a test call with a friend or family member; get their thoughts on your performance, and test the quality of your internet connection.



Screen candidates more efficiently

Gain more insight on candidates in far less time than a traditional phone interview. Candidates will answer your questions on their own time and you can review the completed video interviews at your convenience. As a result, you'll hear from more candidates, easily compare them, and never have to worry about scheduling early-round interviews again

Foster better collaboration with hiring managers

Since all video interviews on Spark Hire are recorded, you can easily share them with hiring managers to obtain their feedback. Whether you're an internal or agency recruiter, getting hiring managers involved earlier on will help you validate decisions on which candidates should be advanced in the hiring process.

Improve the quality of your in-person interviews

Video interview software is an effective tool for helping you identify the best candidates for the position earlier in the hiring process. This ensures you're only investing time and effort into candidates you're confident you want to meet in-person. Get to know your candidates on a more personal level, and reap the benefits of high-quality in-person interviews.



Ashkan is a dynamic entrepreneur whose leadership skills and dedication to teamwork allow him to be the versatile & innovative CEO of TopDevz. Previous to TopDevz, Ashkan led the growth and sale of a former consulting firm. As partner, the company experienced growth from \$6MM to over \$55MM in revenue in just under three years. His success follows him to TopDevz as the company continues its rapid expansion and growth of extremely talented people.