

TIPS FOR COMPLETING A DIGITAL VIDEO INTERVIEW

Maine Township High School District 207 is a comprehensive and innovative school district serving high school students from Park Ridge, Des Plaines, Niles, Morton Grove, Norridge and Norwood Park. One way that Maine 207 ensures that it hires the best teachers possible is to provide all candidates the opportunity to showcase their skills, experiences and personality using a video interview. Through the use of video interview screening, candidates can have their interview reviewed and scored by ALL hiring administrators across the District through the “sharing” feature of the video interviewing software platform.

Just like there are practical tips and strategies for interviewing live and in person, there are things you can do to ensure your video interview is perceived in the most positive light possible. Please take a moment to read the practical tips below before starting your video interview with Maine 207.

Webcam

Most laptops already have front-facing cameras, but if yours doesn't, you can use your smartphone to conduct your interview. Just like in school pictures, position yourself asymmetrically before the camera. Do not zoom in on your face only. While seated at a desk, it is perfectly acceptable to have your arms, shoulders and head in view. Place the webcam slightly higher than forehead height and tip the camera down towards you.



Smartphone

Although smartphones will adjust your image such that your face will always be upright on the display screen, RIVS records in landscape mode so hold your smartphone in the horizontal position so your recorded image will be upright for the viewer. If possible, it is best to use a phone stand to hold your phone in a horizontal position for increased image stabilization.



Appropriate lighting

Too much background light will blind the interviewer and too little lighting will strain the interviewer's eyes. To avoid appearing on the screen as a dark silhouette, aim light at yourself from the front, not from behind you. Try putting the light source, preferably a lamp with diffused lighting, behind the computer shining toward you.



Eye contact

Talk to the interviewer as if they really are in front of you. Avoid staring intensely at the screen, directing your gaze downward the whole time, and leaning in really close. Remember to look into the webcam port and not at the screen to make good eye contact. It's perfectly acceptable to smile and let your personality show through. Remember, we are looking to hire people who can engage with high school students...unlike Ferris Bueller's teacher.



Have a clean area

No matter how well you've set up your lighting, or how well you interview, if your workspace is messy, it will reflect poorly on you. Make sure any space visible to the camera is clean. Also, avoid sitting in front of a distracting background; you want the interviewer's attention on you, not your posters. Solid, earth tone backgrounds are best because they are less likely to clash with your clothes.

Attire

It may seem like a good idea to wear a dressy top and casual bottoms, but wardrobe malfunctions can happen in video interviews. What if you have to get up and shut your door, adjust the camera, or turn to grab your notes off another table? Pretend this is an in-person interview. Dress the part 100%. Bold patterns can look messy and distracting on the viewer's screen. If you do choose to wear a wild print, don't sit in front of a busy background. Even be careful with jewelry because it can shine in unexpected ways.



No disturbances

No children, spouses or pets should appear in your interview. Try to complete your interview at a time and in a space where you will not be interrupted. This video interview is just like a traditional interview, only you are at home. Let others in your house know that you will be unavailable. If you're expecting a mail delivery, you can post a sign on your door asking deliveries to be left outside. Turn off your cell phone and landline phone ringers.



Practice

Our platform gives you a practice question. Use it and play it back to see how you look and sound. Make sure your microphone is offering a clear transfer of your voice. Notice what is visible around you. Essentially, the practice questions allow you to perceive how your answer will look to the interviewer. Ensure that your internet connection works properly. Bad internet connections affect the quality of video. Remember the small things too, like charging your phone and keeping your computer plugged in so it doesn't die.

Just like during a live interview, you will NOT be able to re-record your answers once you have clicked on the "record" button. You CAN take as much time as you want between questions if you want to drink some water or collect your thoughts before proceeding to the next question. Don't be scared of video interviewing technology. It is meant to make the process easier and allows you to interview at a time and place most comfortable for you! Remember, video interviews provide you the opportunity to showcase your communications skills and thoughts on what you can do for our school district! Good luck!



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