# Digital Interviewing Tips

Interviewing for a new career opportunity might be new and unfamiliar to you, and also come with some nerves. We believe digital interviewing brings your resumé to life and we want you to shine! Much like an in-person interview, you'll want to make a good first impression while you show off your personality and abilities. Here are some helpful points for digital interviewing:
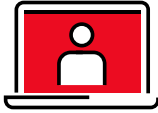
Get Ready

Preparation is the key to success when interviewing. Prepare for your video interview similar to how you might prepare for an in-person interview.

- Research the company, know their mission, vision and values.
- Know your qualifications, experiences and top skills.
- Be prepared to communicate them effortlessly and connect them to the role you are interviewing for.

OnDemand Video Interview Session:

- Do a practice run.
- Record yourself answering questions and play back the recording to see where you need to make adjustments.

Live Interview Session:

- Arrive to the interview at least 10 minutes early.
- Access the interview room link through a *Google Chrome Browser.*
- Follow the **Test** instructions link in the Outlook email invite for audio and visual prior to entering the *Interview Lobby*. This will identify any connection or audio issues prior to the interview.
    - *1. Test your system before interviewing*
- Utilize the third link in the Outlook email invite to join the interview.
    - *2. Start the interview*
- Please place your call on mute until you are given access to enter the Interview Room – the mute button is located at the bottom of the screen.
- Once the interview concludes, the interviewers will end the session and you can leave the session.

Find a Quiet Place

Being heard is key to your success. A video with muffled audio makes it difficult for the viewer to hear you.

- Find a quiet place with no distracting sounds or motions.
- Be sure roommates, pets and cellphones won't interrupt you.
- Make sure we can hear you in your recording; play back the audio when practicing questions.
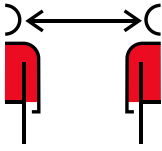
Look Behind You

Once you've selected your location, consider what your camera will see. What will the viewer see besides you?

- Simpler is better – keep the focus on you.
- Avoid a background that will distract the viewer.
- Your environment should be clean and professional.

Make Eye Contact

Whatever device you're connecting from – mobile, tablet or laptop – be sure to secure and stabilize your device so you are seen clearly.

- Frame yourself from the shoulders up.
- Keep the camera at eye level.
- Consider propping your device on a box or stack of books to adjust the height.

Lighting Counts

Lighting is a critical component to video interviewing but is often overlooked. Ensuring the viewer can clearly see you is important and just takes a little extra forethought. Allow yourself time to get the right level of light so it's not too bright or too dark.

- During the day, position yourself facing a window for natural light.
- Too bright? Simply adjust the shades.
- At night, position the light source in front of you.

Dress the Part

At State Farm®, a business casual look is fine, no need for the suit and tie with us, unless of course that gets you in the zone.

- Be comfortable; however, there is such a thing as too comfortable.
- Dress as if you are at an on-site interview.
- No tank tops or hats. Shoes optional.

Technical Support

- Settings tab is located at the bottom of the screen.
- Keep cellphones and other electronic devices away from the computer in use.
- If you are using an external device such as a headset, please use the setting for external headset.
- Once you join the interview session, there is a Help button to the top right of the screen. This will provide options to troubleshoot any issues as well as Live support.
- Make sure you are in a Google Chrome browser – this browser is most compatible with the HireVue platform.
- HireVue is available for technical support at 1-800-655-4106 or support@hirevue.com.
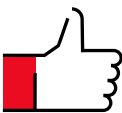
Good Luck!

We hope you found these tips useful. Best of luck in your employment journey!