



## SETTING UP

- FIND A QUIET AND WELL LIT ROOM**
- NO LOUD BACKGROUND NOISE
- KEEP LIGHT SOURCE IN FRONT OF YOU
- SET UP APPROPRIATE BACKGROUND
- NO HARSH SHADOWS IN FRAME
- SET CAMERA AT EYE-LEVEL**
- USE A ROOM WITH STUFF IN IT FOR BETTER SOUND

## PRE-INTERVIEW PREP

- TEST CAMERA AND MICROPHONE
- CONFIRM GOOD CONNECTION AT START
- PRACTICE BEING ON CAMERA
- LOOK DIRECTLY INTO THE CAMERA**
- DRESS TO IMPRESS
- PAUSE BEFORE ANSWERING QUESTIONS
- SET PHONE TO SILENT**

## USING A PHONE

- PUT THE PHONE DOWN**
- IF IN A CAR, PARK IN SHADE
- SET CAMERA AT EYE-LEVEL
- CHARGE THE BATTERY**
- FLIP YOUR PHONE SIDEWAYS
- SET PHONE TO DO NOT DISTURB
- USE HEADPHONES
- HAVE GOOD RECEPTION OR WIFI