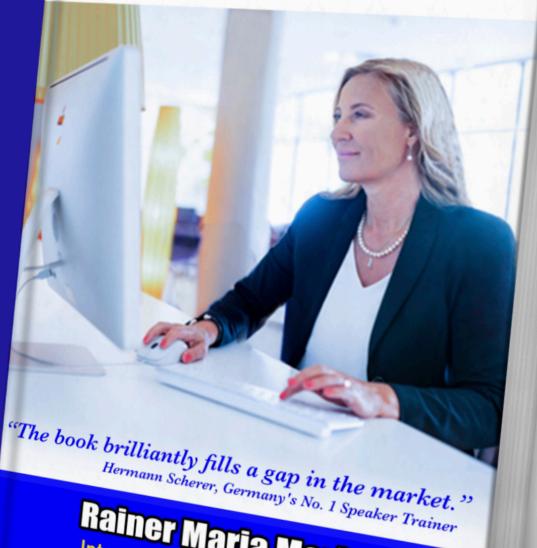
How to MIN Executive Video Interviews

Hidden Job Market



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Chapter 3 Cheat Sheet

CHEAT SHEET ON TECHNICAL CHOICES

This is a list of actions to elevate your technical choices for optimal video interview performance:

- 1. Prepare several "No Audio Sheets"
- 2. Do a trial run of your video application software, hardware, and the entire system
- 3. After your trial, do not make further changes to your setup
- 4. Position and properly fix an external web camera
- 5. Adjust the lighting to the best of your ability
- 6. Ensure you have a strong internet connection
- 7. Optimize your virtual background in case you do not want to use your real background
- 8. Update your username, screen name, and profile photo
- 9. Double check your password and leave it readily available for the interview

Chapter 4 Cheat Sheet

CHEAT SHEET ON VIDEO INTERVIEW SETTING

This is a list of actions to improve your video interview setting for optimal video interview performance:

- Carefully consider the messaging you are sending with your background—be it real or virtual
- 2. Check to ensure your lighting conditions are optimal and add/adjust light sources as needed
- 3. Think through the positioning of the sun and how it will affect your lighting
- 4. Determine how you will replicate or alter your video interview set up while away from your desk
- 5. Have you heard people complimenting you on your background? If so, why? If not, why not?
- 6. What did other people tell you about your background, be it real, virtual, or blurred?
- 7. Now that you have selected the right video technology and system, have you created an appropriate video interview setting reflecting your image and style?
- 8. Have you created optimal lighting conditions?

- 9. Can you assure optimal lighting conditions regardless of natural lighting limitations?
- 10. Can you easily replicate your chosen video interview setting on a business trip?
- 11. Did you add a telephone number to revert to in case of technical issues with video?

Chapter 5 Cheat Sheet CHEAT SHEET ON INTERVIEW PERFORMANCE

This is a list of actions to optimize your interview performance in video interviews:

- 1. Do you understand that interview decisions are based on the interviewer's perception?
- 2. Are you aware that interviewers often have a bias which is shaping their questions and interview decisions?
- 3. Did you get feedback from others on your body posture?
- 4. Did you record yourself?
- 5. Are you looking into the camera to maintain eye contact?
- 6. How is your voice coming across in a video call?
- 7. Are your interview stories less than 2 minutes?

Chapter 6 Cheat Sheet

CHEAT SHEET ON AUTHENTICITY

This is a list of actions to improve your authenticity for optimal video interview performance:

- 1. Do you have a professional vision for yourself?
- 2. Is your video setting authentic?
- 3. Do you look authentic?
- 4. Do you know your career or life purpose? Can you explain your purpose and how it relates to the hidden job opportunity that you are aiming for?
- 5. Are you yourself?
- 6. What are your main messages for the interview? Are they in line with your identity and authentic self?

Chapter 7 Cheat Sheet

CHEAT SHEET ON PASSION

This is a list of actions to improve your passion for optimal video interview performance:

- 1. How do you convey your passion about the company you are interviewing with?
- 2. Do you have compelling questions that indicate you are passionate about the job opportunity and the topics you are talking about?
- 3. Are you authentic in video interviews?
- 4. Do you have a way to say how passionate you are about the company, its brands, and/or its leaders?
- 5. Are you speaking with passion? Does your voice sound passionate?