

# Fact sheet – How to nail that pre-recorded video interview

Unlike live online interviews, during pre-recorded interviews you can expect to read interview questions (or watch recorded videos / follow a prompt) and record your answers to the questions. This one-way video interview is a brief video recording that you then send to the selection panel who will review your response during the screening process.

Knowing how to prepare for a pre-recorded video interview can give you confidence and help give yourself the best chance for success!

## 1. Prepare yourself



Just as you would prepare for interviewing in person, it's equally important to put just as much effort and preparation into a pre-recorded interview.

You should thoroughly research Metro South Health. Re-read the role description – be clear on the role, skills, and accountabilities.



Review your resume and statement - remember what details you have included about yourself.

## 2. What questions can you expect?

- Tell us a little bit about yourself.
- Why are you interested in this role?
- Why are you interested in our company?
- What are you looking for in a job?
- What benefits are you looking for?
- How did you find this position?
- What are your career goals?
- Describe your current job responsibilities.
- What is your ideal management style?
- What motivates you?
- How do you manage your stress levels?
- Why should we hire you?

## 3. Carefully read the instructions

Selection panels may use this interview format to see if you have the ability to follow directions. Prior to recording, make sure you understand exactly what you should include in your video and how to submit it.

## 4. Practice and prepare

It's a good idea to practice your interviewing technique. Ask a friend or family member to help you and practice some interview questions with you. Practice responding to questions naturally and speaking clearly.



Practice, practice, practice! Before recording, write out what you want to say for each question and practice your responses. Eventually, you want to be able to say your responses without reading a notecard and in a natural way.

Sounding overly rehearsed may take away from the quality information you want to share. When recording, pretend you're talking directly to an interviewer. The more you practice, the more confidence you build before your pre-recorded interview.

## 5. Adhere to time constraints and video format

Make sure you adhere to any time restraints, as selection panels are quite deliberate about them. Save your video in the format that is specified, which may include specific instructions on how to name your video.

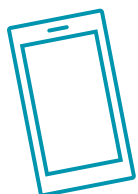


## 6. Take note of the deadline



Make sure to submit your video by the deadline. Keep in mind, your video may take longer to record than you expect so plan for time to practice and record multiple times.

## 7. The right equipment



Pre-recorded interview videos require a microphone and basic webcam, or you may choose to use your phone. A best practice is to have and test everything well in advance before pre-recording your interview.

When preparing to record your interview, one of the most important tips is to test the below settings, so you know your technology is good to go.



**Audio settings:** Check that your speakers and microphone work. Do a few microphone tests to make sure you are coming across loud and clear with no static.



**Camera settings:** Check whether it is too dark or too light. Is the background too distracting? It's best to sit in front of a plain, solid-coloured

background wall with plenty of light in front of you so as not to create a glare or shadow. This way, the interviewer will focus on you and not what is behind you.

## 8. Find a quiet space with good lighting

Check your environment! Choose your recording space carefully. Webcam mics can be surprisingly sensitive, so be wary of places with noise in the background because there's a good chance that the selection panel will be able to hear whatever's going on around you. The ideal setting for recording your interview is a quiet room in which you can shut out any distractions.

## 9. Choose your background

Don't forget that what's behind you matters too. Be mindful of what's in the camera frame, taking care to tidy up your surroundings accordingly. Choose your recording space so that your face is free from any shadows and avoid recording in front of a window. You can command more attention if you position yourself in front of a neutral, clean background that keeps the focus on you.

## 10. Time to record

When it's time to record, dress for success and try to get into a confident mindset. Don't forget you can rerecord your responses if needed. Remember when recording, make eye contact at the camera and don't forget to smile.

Make sure to sit up straight and minimise your movement. While speaking in front of a camera may not be the most natural thing for you, speak slowly and clearly. **REMEMBER:** Use a timer, use your authentic voice, and look at the camera!

Metro South Health is committed to ensuring everyone has an opportunity to show their eligibility and suitability for a role. To ensure we can meet the needs of applicants throughout the recruitment process reasonable adjustments may be considered so that the recruitment process does not present potential barriers and allows applicants to take part in a way that is inclusive, flexible, unbiased, culturally safe, and accessible.

Please contact the person listed on the role description for a confidential discussion on how we can ensure the recruitment process does not present you with any potential barriers. You can be confident that the selection panel respects your right to confidentiality and privacy.