

Videoconference Interviewing

Other than the firm handshake, the interview by videoconference contains all the elements of an in-person interview, plus a few more things to keep in mind.

Making Logistical Arrangements

Schedule the VC equipment and room with Media Services here at the law school. Email media@law.berkeley.edu and edauster@law.berkeley.edu with the following information:

- Proposed date and time of the interview
- Name of the employer requesting the interview
- Contact information (name, phone number and email address) of a staff member at the office of the employer, so the law school media staff can verify that all technical specifications are met and an equipment test can be scheduled prior to the interview.

Tips for a Successful Videoconference Interview

Before the Interview

Prepare in the same way you would for an in-person interview, including being ready to discuss everything on your resume, knowing why you are interested in the employer, and preparing appropriate questions for the interviewer. Here are links to other CDO resources on interviewing:

- [Detailed Guide to Effective Interviewing](#)
- [Quick Guide to Effective Interviewing](#)
- [Power Point presentation on interviewing](#)
- Student interview “[Cheat Sheet](#)” from BCG Attorney Search
- [Interview Preparation Exercises](#) worksheet
- webcast: [Fall 2008 OCIP Effective Interviewing Strategies](#) (Quicktime audio)
- webcast: [1L Effective Interviewing Panel \(January 2009\)](#) (MP3 audio)

Wear the same professional interview attire you would for an in-person interview.

Be extra sure to verify the place and time (keeping in mind any time zone differences), and reconfirm with both your contact with the employer and the school's media services.

Especially if the idea of being on camera makes you nervous, try to get in some advance practice. If you don't have the opportunity to practice with video equipment, do a mental run-

through of the interview, including the possibility of a few moments at the beginning and the end when you are sitting on-camera but the interview isn't in action. If you know the location beforehand, consider a quick advance visit so that it's easier to picture.

Bring copies of all written materials with you, and make sure that you send a full set to the interviewer in advance, as you won't have the option of passing documents across the table.

Arrive early so you have plenty of time to get situated and deal with any technology issues that might arise. Feel free to ask the person from media services anything you would like to know about what to expect and how the process will work.

During the Interview

It's fine to acknowledge that you haven't done this before, so long as you do so in a way that comes across as competent and confident.

Make eye contact. If you look down at the desk, the camera will be focused on the top of your head. Be mindful of physical habits, such as animated hand gestures, which might be more distracting on video than in person.

There may be a slight sound delay which takes a few moments to get used to, so be extra sure to speak clearly and to let the interviewer finish the question before you begin your answer.

A mess of papers on the table in front of you can distract the interviewer, so keep the surface neat. Be aware that the microphone picks up all the noise in the room, so don't tap your pen or shuffle papers.

Pleasant good-byes and thank yous are as appropriate at the end of a video interview as they are after an in-person one.