

TIPS FOR LOOKING CAMERA READY



- › Dress in professional/business attire. Jackets and ties are preferred for men. Structured blazers are strongly recommended for women.
- › Assume you will be visible from head to toe. Make sure to wear trousers or longer skirts and clean shoes (preferably closed-toe).
- › Wear solid shirts/blouses in blues, purples, reds, greens, pastels or neutrals.
- › Avoid wearing solid whites or logo wear (featuring a company name or product).
- › If you're not wearing a blazer or jacket, do **NOT** wear see-through materials.
- › Keep jewelry to a minimum – smaller is better. Bracelets are discouraged. They tend to cause disruptive noises in the recording of the interview.

FOR VIRTUAL INTERVIEWS



Required:

- › Laptop or computer with camera and microphone. (Headphones with microphone are a good backup.)
- › High-speed internet connection.

Set up:

- › Find a quiet space. Plan accordingly for uninterrupted interview time. Loud ambient noises will distract from the interview. Close all other programs on your computer that might ding alerts.
- › Aim the camera at eye level. Don't sit as close to your computer as you normally would. Sit a little farther back so that your face and upper shoulders are in the shot. It can also be helpful if you position your webcam a bit higher, so you are looking up and not down. This can be easily accomplished by propping your laptop on a stack of books.
- › Neutral background with no movement. Think about your surroundings and what will be visible on the screen. It is best to be positioned in front of a wall free of clutter or personal items. Make sure there aren't any copyrighted images in the background. Do not use virtual backgrounds.
- › Adjust the lighting and background in your room. Make sure your lighting is aimed at you and not behind you; otherwise you will appear as simply a silhouette.

Reminders:

- › Turn off your phone or silence it and make sure it doesn't vibrate. (The sound can be picked up by recording equipment.)
- › Turn off all email and computer notifications.
- › Assume that you will be visible at all times.
- › Avoid banging your desk or making sounds if unmuted.
- › Remember to unmute your microphone before speaking.