

INVESTMENT 20/20

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**PREPARING FOR PRE-
RECORDED VIDEO
INTERVIEWS**

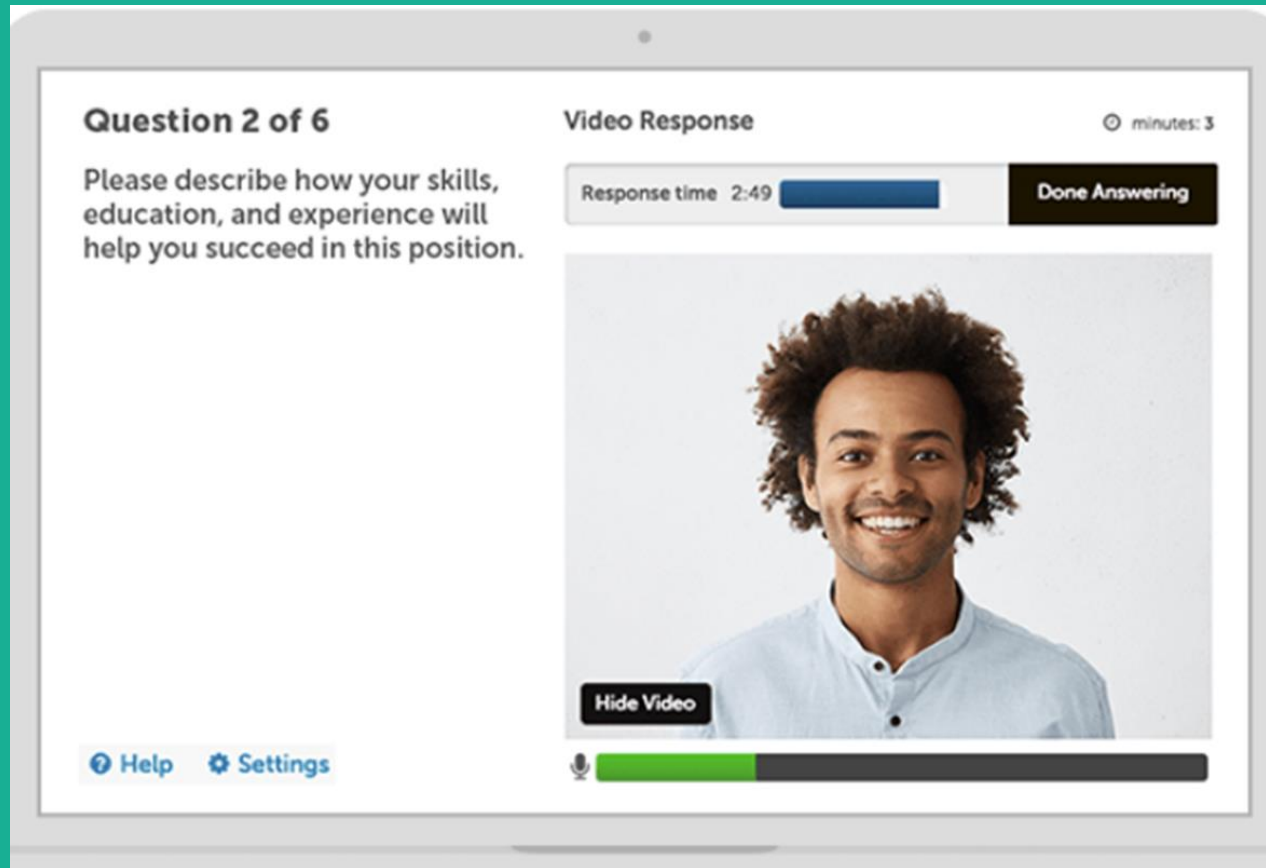
Pre-recorded video interviews are traditionally used as part of a recruitment process to help the employer decide whether a candidate will be progressed through to an assessment centre or face to face interview.

During COVID-19 however, pre-recorded video interviews are being used as a step before telephone interviews or real time video interviews, or as part of virtual assessment centres

Pre-recorded video interviews: The basics

- A pre-recorded video interview is a one way interview. The interviewer will not be present. On most video interview platforms, you will see yourself.
- They help recruiters to understand the applicants better and to get an insight that can't be gained from an online application form or CV. It gives you an opportunity to communicate your skills using your experiences.
- You will respond to pre-set questions. The questions appear on the screen. The number of questions vary, but likely between 3 and 6 questions.
- On average, questions will be competency based. See slides 7 for more information on competency based interviews.
- You'll have a set amount of time to respond to the questions. There will be a timer on the screen. You therefore need to be focussed on delivering your response succinctly.

There are numerous pre-recorded interview platforms. Each platform will have its own features. Here is one example of what a pre-recorded interview platform may look like:



Source: <https://www.hirevue.com/products/video-interviewing>

Competency based interviews

- Most pre-recorded interviews are generally competency based.
- Competencies are skills, such as communication, problem solving, team work, organisation etc.
- The questions will be targeted on the skills needed to do the job.

Example competency based questions

- Tell me about a big decision you've made recently. How did you go about it?
- What has been your biggest achievement to date?
- Describe a time when your communication skills improved a situation.
- Tell me about a time when you showed integrity.
- Describe a situation where you were asked to do something that you'd never attempted previously.

Source:

<https://www.prospects.ac.uk/careers-advice/interview-tips/competency-based-interviews>

Preparing for a pre-recorded interview

Research preparation: Job Description

- Make sure you know the job description (JD) really well!
- Thoroughly read the JD and highlight key parts – such as the skills that the employer is looking for from candidates.
- Prepare examples of your experiences that give evidence you have the skills that the employer is asking for. Make sure for each skill you have two examples.
- Make sure you focus not just on the ‘how’ part in your example, but also on the outcome/impact – how did the use of that skill enable a great outcome/result.

Research preparation: Employer website

- Thoroughly research the employer. The more you know about and understand the employer, the better targeted your responses to interview questions will be.
- Review their website and look at their:
 - Values and statements about culture.
 - ‘News and press’ page - you’ll find information on new developments.
 - ‘Careers/working here’ page – it will give you insight as to what it could be like to work there
- Follow the employer on LinkedIn and other social media. You will be able to access latest news, updates and insights that could be useful in an interview.

Practical preparation

- **Be somewhere quiet**, with good network reception. Tell the people you live with to be quiet. You do not want to be distracted or have noise in the background.
- **Set yourself up in advance**. Make sure your phone/tablet/laptop is fully charged – ideally keep it charging during the interview.
- **Dress smartly**. Wear exactly what you would at a face to face interview.
- **Sit up straight**. It really does make a big difference to your voice projection.
- **Check the lighting**. Ideally sit with light coming to you rather than behind you.

- Look at the camera on your phone/laptop/tablet rather than the screen. Make sure you are looking straight ahead, rather than down or up. Practice this and get the set up correct.
- Once you have got your set up correct, with your eye line at the camera, prepare some post it notes with key reminders of relevant experiences that you can stick around your screen should you need a prompt. These should be key words rather than sentences as you don't want your eyes to divert too much.
- Practise seeing yourself on camera. Put your phone on selfie mode and listen to yourself speak. Ask a friend to review with you and give feedback on how clear you are and the speed at which you speak.
- Practise answering questions in set time. Most pre-recorded platforms provide a short practice time (30 – 60 seconds) and then a set time to answer the question.

AND FINALLY.....PRACTISE!

- Ask a friend to prepare three or four key questions for you.
- Video yourself answering the questions.
- Review how you preformed, considering not just your answers but also clarity of speech, eye contact and so on.
- Ask a friend to watch your film and feedback.

There are 3 rules to getting great at pre-recorded video interviews:

- Prepare well
- Practise lots
- Take feedback from others on how you perform to help you improve

Good luck!

For further support please contact the
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