

Video Snapshot Tips

Video interviews are an increasingly common part of the hiring process in the professional world. These interviews can take several forms but for your Co-op Application we will ask you to record your response to just one question.

You will have 2 minutes to: ***Introduce yourself and tell us something interesting, unusual, unique or different about you to expand on your written application.***

Key Hints & Tips

- Relax, **be yourself**, and let your personality shine through – remember, we just want to get to know you better!
- Wear something that makes you feel confident and comfortable
- Find a quiet, private, well-lit place, free from possible interruptions.
- Ensure your internet connection is stable.
- Check that your computer's audio is working.
- Test your computer's webcam.
- Close any unnecessary web browser tabs and applications.
- Place your phone in silent mode.

Vieple platform

The Vieple platform is a straightforward, easy to use video interviewing platform that can be accessed from any smartphone, tablet, laptop or desktop with an internet connection. It has been designed to make it as simple as possible to allow you to present yourself in the best possible light. Just click on the link in the email we send you and follow the prompts. There is even an app that you can download to make it even less complicated!

Students who have registered/started an application by the 29th August 2019 will receive an invitation to complete their Video snapshot on Friday 30th August. Any students who register/commence an application after 29 August will receive their invitation within one week of confirming their registration in the online application system.

Tips for solving technical issues:

<https://support.vieple.com/hc/en-us/sections/115000919534-Troubleshooting>

Preparation for your Video snapshot

- Find a quiet, private and well-lit place where you won't be interrupted by other people, pets or noises. Avoid coffee shops and other communal spaces.
- If using a laptop or desktop computer ensure it has a working webcam and microphone **OR**
- Use a tablet or smartphone, particularly if using the Vieple app.
- Check that your internet connection has bandwidth speed of at least 1 megabits per second.

If you don't have these resources already, you may want to consider the following:

- Ask your Careers Adviser/Year Level Coordinator if you can use a room and computer at school.
- Explore the resources available at the public library in your area. Some libraries have private rooms you can reserve and may be able to loan you the equipment you need.

What to wear & background

You don't have to wear a suit or dress professionally for your snapshot, we just want to get to know you, but this can sometimes help you feel prepared and can add to your confidence. Most importantly:

- Choose clothes that make you feel comfortable and confident.
- Use your best judgement and don't overthink it.

Position the camera so that you are looking up slightly and are centred on the screen. While it's likely that the camera will only show your upper half, it's still a good idea to match on the bottom in case you need to stand up for any reason.

Try to make sure your background/the space behind you is neutral and free from clutter.



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Practice and get comfortable

It can sometimes feel a little unnatural to talk to a camera about yourself. Try to imagine that you are having a live conversation. Do some preparation —be sure you've taken some time to think about your snapshot and what it adds to your written application **AND** how you can keep it within 2 minutes!

To get used to the technology and the body language of a video interview, it might be useful to do some practice video calls with friends or family members. Ask them to give you candid feedback about your appearance and eye contact. Run through it a few times until things start to feel natural.

This practice can make all the difference, you'll find your confidence growing as you become more comfortable in front of the camera.

Where should I look when I record?

Eye contact is very important during an in-person interview, and you can convey that same level of connection in a video. Here's how: Avoid the instinct to look directly at the screen (your interviewer) while you're answering the question. Instead, when you speak, you want to direct your gaze at the webcam. When you do this, your eyes are more likely to align with the person's eyes on the other end.

On the day set up full checklist

When you are ready to record your snapshot review this checklist as you're setting up:

- Ensure that you won't be interrupted, either by locking the door or by alerting others that you can't be disturbed (a note on the door to the outside may be helpful).
- Clear the desk space of any unnecessary clutter, have some water handy
- Have a copy of your notes ready for you to reference if needed
- Check that your webcam is working.
- Check that your audio is working.
- Close any windows, tabs or applications on your computer that you're not using.
- Check your internet connection and make sure you're not downloading anything in the background that could slow the internet connection.
- Set your phone to silent before you begin recording.
- Check that the background behind you is neutral and free from clutter.
- Adjust the lights in the room. If things appear dark or dim, you may want to bring in an extra desk lamp to brighten the space.



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If things go wrong

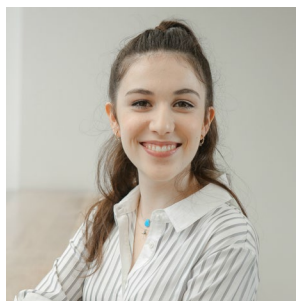
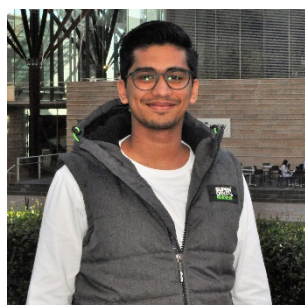
With technology, there's always a chance things could go wrong. You do have the option to rerecord your snapshot twice (total 3 times) if needed, but if something goes wrong contact the Co-op office on:

E: cooprog@unsw.edu.au

T: (02) 9385 5116

Check out some current Co-op scholar snapshots here:

<http://bit.ly/CurrentCo-opSnapshots>



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