

## ‘EXPERIENCE A VIDEO INTERVIEW’ CHECKLIST

Presentation	Communication	Quality of Responses
<p><b>Personal</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dressed appropriately and professionally</li> </ul> <p><b>Set-up</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location is quiet and private</li> <li><input type="checkbox"/> Background is simple and uncluttered</li> <li><input type="checkbox"/> Lighting is clear and you’re clearly visible</li> <li><input type="checkbox"/> Webcam/camera set-up is stable and focused</li> <li><input type="checkbox"/> Webcam/camera is positioned at eye level with head and shoulders in frame</li> <li><input type="checkbox"/> Audio quality is strong and clear</li> </ul>	<p><b>Body Language</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Body language (ie posture and hand gestures) is relaxed and engaged</li> <li><input type="checkbox"/> Eye contact is maintained with the camera</li> <li><input type="checkbox"/> Overall expressions are natural, while showing enthusiasm</li> <li><input type="checkbox"/> Distance from the camera is consistent with head and shoulders remaining in frame</li> </ul> <p><b>Tone</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tone of voice is genuine and cheerful</li> <li><input type="checkbox"/> Answers are delivered in a confident and authentic manner</li> </ul> <p><b>Words</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Speech is clear and at an appropriate speed</li> <li><input type="checkbox"/> Professional language is used throughout</li> <li><input type="checkbox"/> Acronyms or jargon are avoided or explained if used</li> <li><input type="checkbox"/> Verbal pauses and filler words (ie um, ah) are avoided or minimized</li> </ul>	<p><b>Structure</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Answers are well structured (ie using STAR for behavioural questions)</li> </ul> <p><b>Content</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Answers address the questions asked</li> <li><input type="checkbox"/> Examples are varied (ie draw on internships, casual work, degree experiences)</li> <li><input type="checkbox"/> Examples are recent (within the last 3 years)</li> </ul> <p><b>Length</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Length of response provides enough detail (ie use at least half of the time allowed)</li> <li><input type="checkbox"/> Available time is effectively used while not waffling or repeating to fill time (ie stop recording when answer is complete)</li> </ul>

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*The DeakinTALENT Experience a Video Interview Checklist has been endorsed by Deakin’s Graduate Employment Advisory Board. This Board consists of representatives from organisations that offer internships to Deakin students and recruit Deakin graduates.*

