

WORKING & JOB HUNTING FROM HOME

Top video tools and best practice tips

With your way of working having most likely relocated to your own home for the time being, you may have found that using video technology to communicate with your manager and colleagues has become the norm in recent days and weeks.

If you are on the lookout for a new job, then a video interview is also likely to be preferred by any prospective employer. So what different kinds of video technology are available and how should you be using them to their best advantage when working (and job hunting!) remotely?



WhatsApp

For instant messages, video interviews and group calls

- More or less universally used by everyone in order to communicate with colleagues and friends, WhatsApp is a free app that can be used for audio or video calls
- All users must have WhatsApp downloaded on their phone for it to work



Microsoft Teams

For instant messages or group calls

- Microsoft Teams is a subscription based service that can be used for instant message or conference calls, making it a lot easier to communicate with your colleagues



FaceTime

For video interviews and group calls

- Commonly used by those with iPhones to communicate with friends and colleagues, FaceTime can be used for audio and video calls and is only available for Apple iPhones on iOS 12 or later
- You can have up to 32 people on a call, and can search and add people to contact from the FaceTime icon



Skype

For video interviews and group calls

- A free service that allows you to instant message, individual audio or video call, screen share or group call
- You can have up to 50 people per skype group, just add contacts to 'Groups' for a group call



Skype for Business

For video interviews and group calls

- A subscription based service that lets you communicate with your colleagues using the messaging function, audio calls, 'share your screen' or video chat
- It can integrate into your Office apps and Outlook calendar, showing yours and others' availability in real time



BlueJeans

For video interviews and group calls

- A cloud based video conferencing service, you can either download an app or join through your web browser
- Select either computer audio if using a headset or phone audio if dialling in via phone
- Camera is only available if you have a WebEx connected

If you have a video interview coming up, do check in with your recruiter on what technology your prospective employer is likely to be using, in order to give yourself adequate time to prepare.

4 BEST PRACTICE TIPS

Through sustained periods of remote working you will find these video tools invaluable, not only for staying in touch with your manager and colleagues, but also for interviews with prospective new employers. Here are a few best practice tips for using them successfully and creating a great impression:

DO A TEST RUN

Prior to any important work calls and especially a job interview, make sure to do a test run to check all the software is running smoothly – perhaps with a friend or family member to make sure the connection is working. If the platform you are using for the interview is one you make personal use of, such as WhatsApp or Skype, make sure that both the profile photo and username are suitable and do not negate your professionalism. Ensure all appliances are adequately charged, and that background noise is minimised as much as possible (tricky if there are others working from home or children around).

THINK ABOUT THE IMAGE YOU'RE PRESENTING

This may be common sense – but try to ensure that the background you present to others on any kind of video call is professional with minimal visual distractions. For a job interview, remember to dress for the occasion as you would in a face-to-face interview, which will not only make you look professional but help to put you in the right mindset for a conversation with a potential employer.

DON'T FORGET TO ENGAGE

Although it can seem a little odd to be speaking with colleagues, or for that matter, an interviewer over a video link rather than in person, try not to let it put you off your stride or affect how you're coming across. React just as you would in person to questions, keep your body language engaged and positive and above all, try to project confidence and remain as calm as you can. Video links can often result in a bit of a communication delay, so make your answers clear and concise to keep things on track.

REFLECT AND REVIEW

As with any in-person group meeting or interview, take some time afterwards to review how you think the video call went along with key learns and messages. Consider any follow up actions and whether there is any information that needs clarifying further, and if you have just had a job interview, be sure to follow up with your recruiter and let them know how it went. Reinforce your interest in the role and say that you look forward to hearing from them soon, as this sets you up nicely for the next conversation.

If you need any further advice or support about your next career move, rest assured that Hays consultants will be on hand to help you every step of the way.

If you have any further questions or concerns, please contact your [Hays consultant](#).