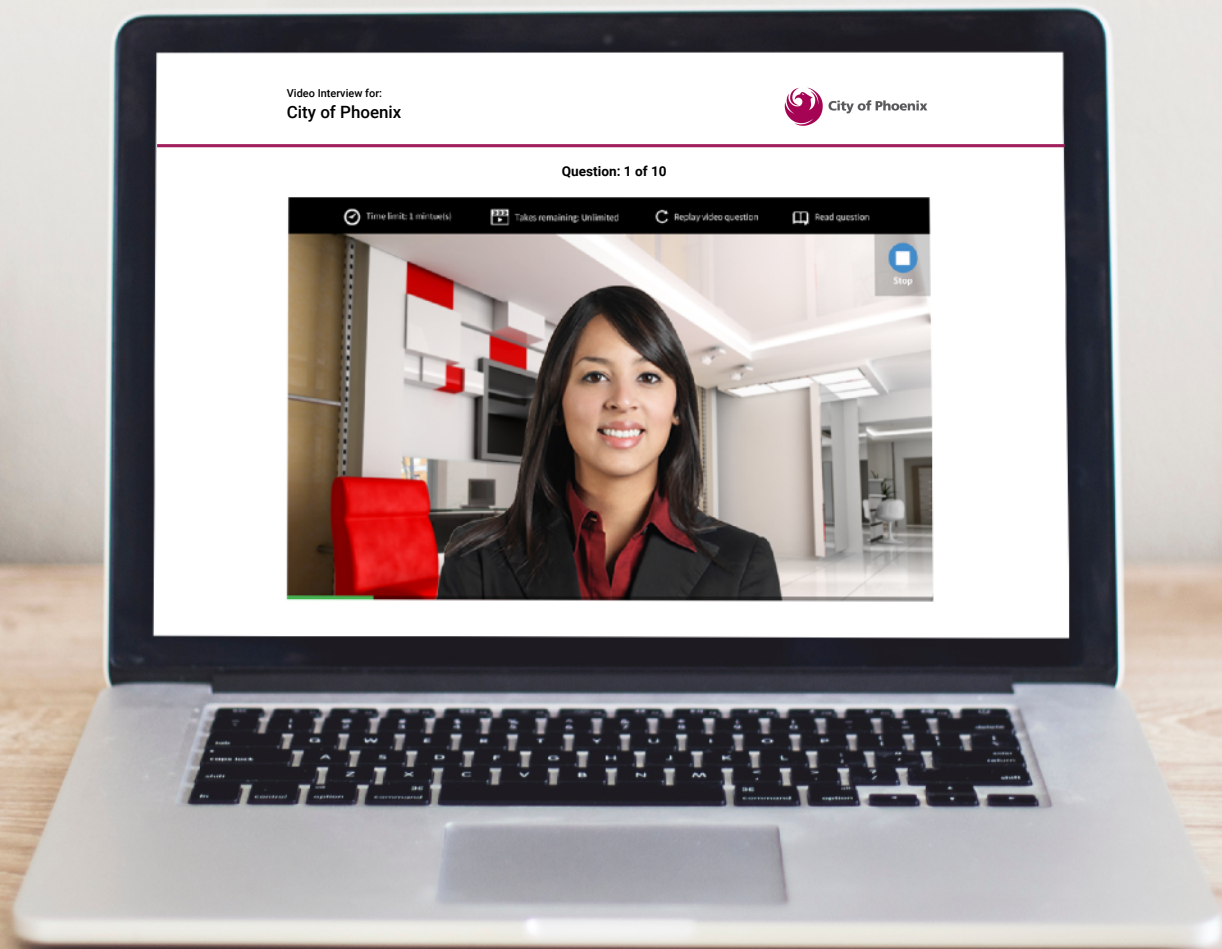




City of Phoenix



The City of Phoenix Guide for Video Interviewing Success

An Introduction To Your Video Interview With Us

We're always looking for ways to modernize our processes and strategies to become more efficient and effective at our jobs. Video interviews provide us with that opportunity. We created this resource to provide you with more insight on how we use this tool in our hiring process and how it benefits you. Keep in mind that we're not using video interviews as a replacement to an in-person interview.

Why We Use Video Interviews



Interview more people in less time

Video interviews allow us to be more efficient with our time which enables us to expand the pool of candidates we can interview for the position. Candidates that might not have advanced in our old hiring process are now able to get in front of our managers.



Improve collaboration with our decision makers

By sharing video interviews with decision makers in our hiring process, the decision on whether or not a candidate makes it to the next step isn't dependent upon a single person's assessment.



Eliminate scheduling challenges

Multiple days can be lost when trying to find a time to connect early in the hiring process. Since you can do a one-way video interview at any time, we don't need to worry about slowing down progress by requiring our calendars to align perfectly.



Standardize the interview experience

Every candidate that makes it to the video interviewing round of our hiring process is presented with the exact same questions. This puts everyone on a level playing field so you get the same experience as other candidates. It also keeps our evaluation consistent from candidate to candidate.

How Video Interviewing Benefits You



Gets you in front of our hiring managers

Our hiring managers are the ones that participate in final round interviews with candidates. Ultimately, they are the people that make the hiring decisions. Video interviews give you the chance to get in front of and impress hiring managers earlier in the process because we share your submission with them and ask for their direct feedback.



Speeds up the hiring process

By eliminating scheduling conflicts and allowing us to complete more interviews faster, video interviews not only speed up the process for us, but also for you. We understand that you don't want to go through a lengthy hiring process so we use video interviews to significantly cut down on the time from your initial application to our hiring decisions.



Showcases more than just your resume

Candidates like you have a story to tell. We use the video interview to make sure our team gets to know the real you vs. just reading a piece of paper. The video interview gives you a platform to further discuss your background and expand on key aspects of your work experience that make you a great fit for the position. Remember, this isn't a replacement for the in-person interview, but it does help us learn a lot more about you earlier in our process.



Have questions?

Don't hesitate to reach out to us with any questions about this introduction to video interviews. We know this might be a new experience for you, but take a deep breath, relax, and have fun with it. You're going to do great!

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As you get ready to complete your video interview, take a look at our tips in this guide to ensure you put your best foot forward.

Best Practices

- Dress professionally as if you were doing this interview at an office
- Find a quiet place to do your recording with no distractions
- Inform others around you (e.g. family or roommates) that you are doing an interview
- Clean up the background and find a neutral colored wall to record in front of



Looking Good on Camera

- Find a well-lit room to complete your interview in
- Avoid recording in front of windows as the sunlight can cast a shadow
- Sit up straight and make eye contact with the camera on your device
- Speak slowly and clearly

Video and Audio Quality

- Use the newest device you have to record your interview
- Smartphones and tablets often have the best quality cameras, but computers with webcams will also work
- Do multiple practice recordings before starting so you can be sure your video and audio quality is solid
- Leverage a strong internet connection when recording and request that others on the same network stop all heavy streaming activity



Need Help?

We partner with a company called Spark Hire and they have a 24x7 technical support team which is dedicated to helping you with any questions you have or issues you run into.

Contact Spark Hire's support team at support@sparkhire.com.