



Rich Interactive
STORYTELLING SPECIALISTS

Preparing for your virtual interview

Your 10 step guide



Interview setup and location

1. Ideally, position yourself in an area with natural daylight, shining onto your face.
2. We'll conduct our interview over Microsoft Teams. You'll join the call as normal and that's where we'll ask you our questions.
3. We will record your interview using your mobile phone: we do this because it ensures the best quality recording. You'll need to position your phone centrally above your laptop camera.
4. Use a pedestal (such as a container or books) to raise your laptop so its camera is at eye level.



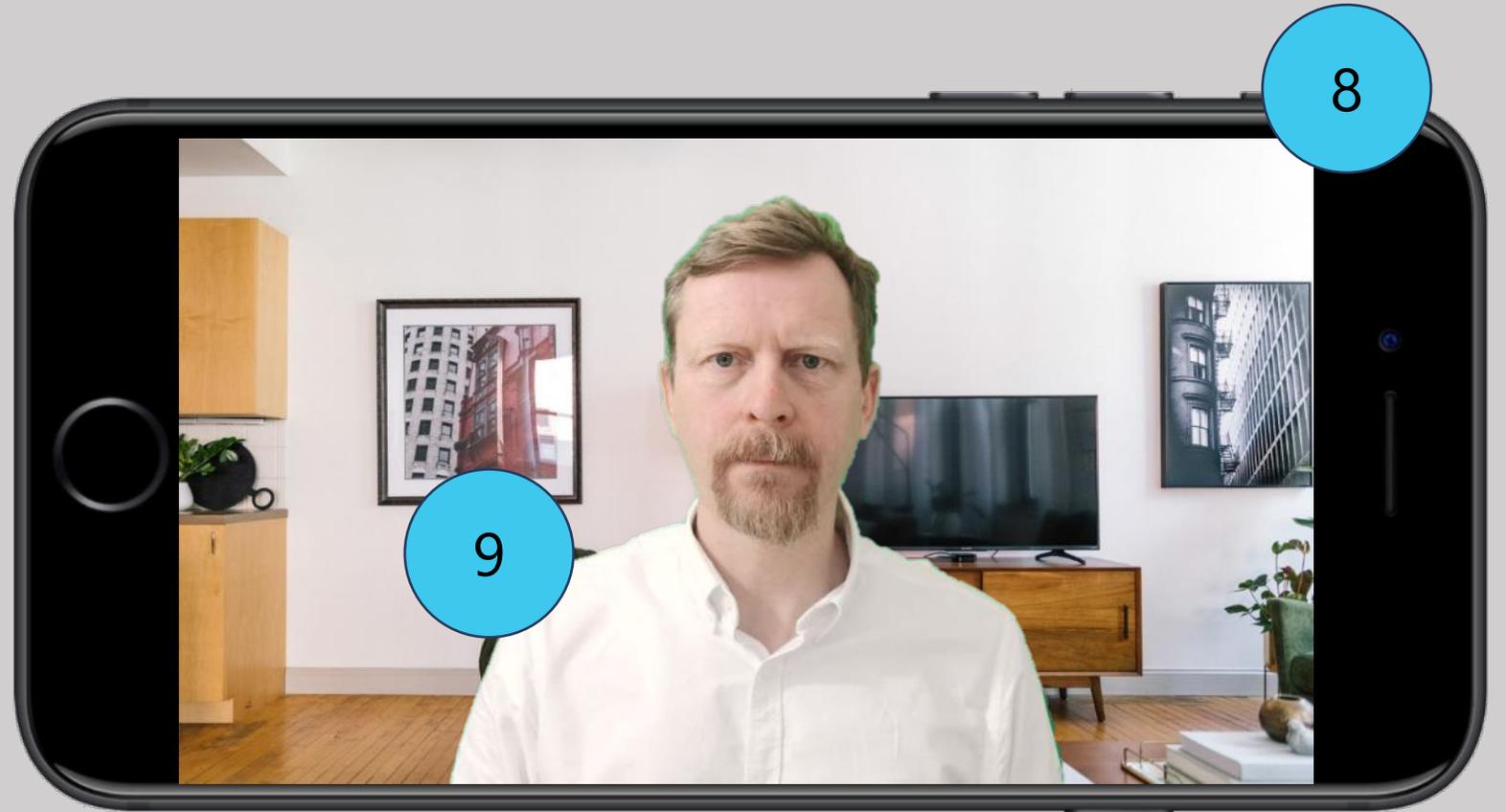
How to position your phone

5. Prop up your phone so its camera is just above the laptop lid. Keep your phone steady so it doesn't move or wobble during your interview.
6. Check that the camera isn't capturing the top edge of the laptop screen. If it is, you may need to raise it up.
7. Position your phone so its camera is directly above the laptop camera. When you're being filmed, this will give you the best eyeline.



Framing and technical setup

8. Set your device to selfie video mode, at 1080p and be sure to turn off any video effects.
 9. This is the ideal framing for your head and shoulders when you record. Pick a location with an uncluttered background. There are examples of recent self-filmed projects on the following pages for further reference
[We won't be able to use the Teams 'background' feature when we film you.](#)
- **IMPORTANT:** Our interview will run for up to 45 minutes. Therefore, you will need around 4GB free space on your device to capture the interview in full.



Further framing and backdrop examples for reference

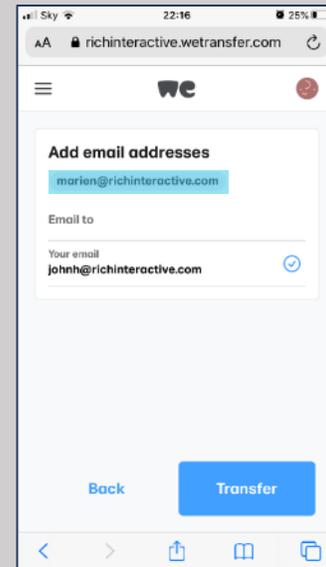
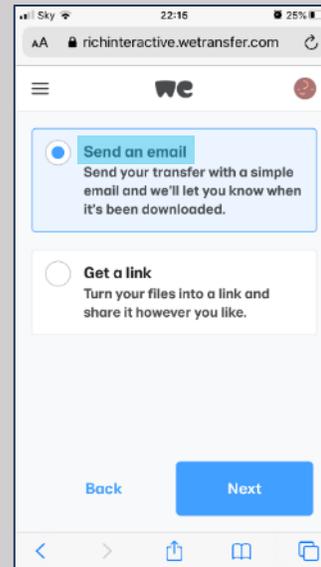
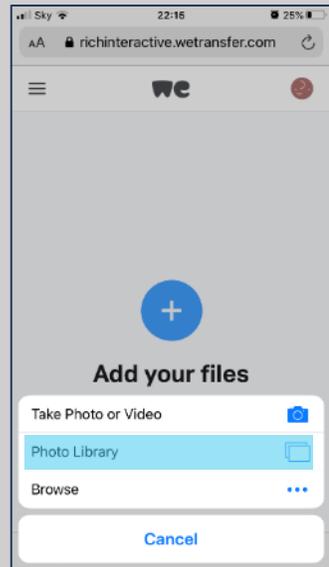
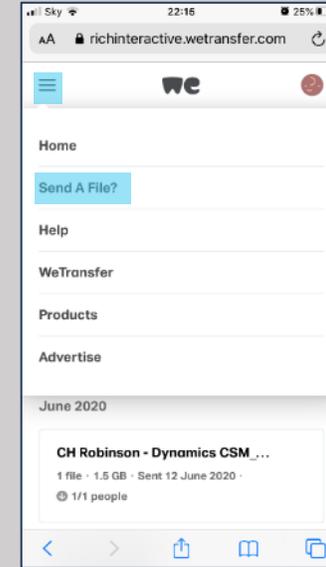
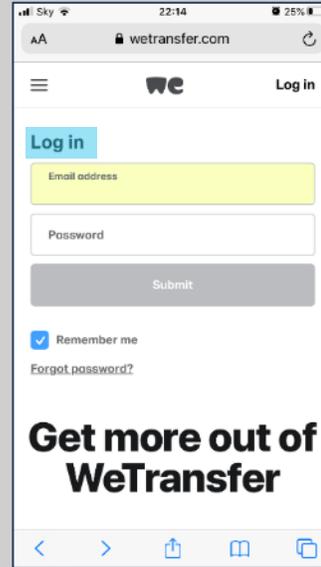
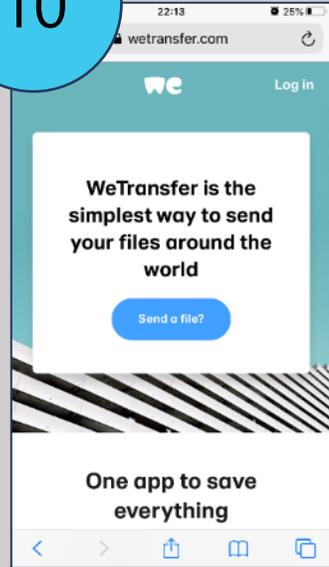


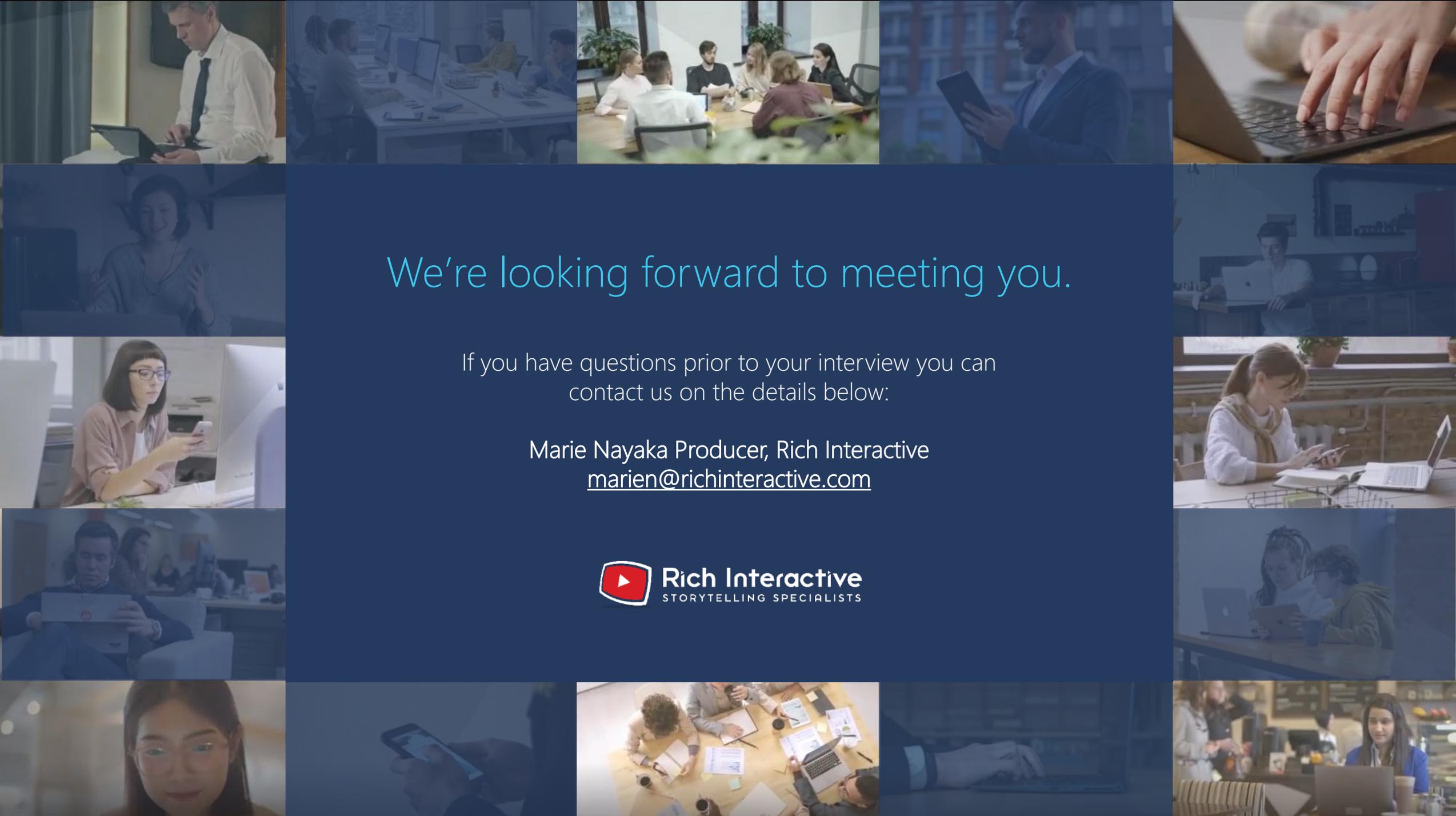
After your interview

When your presentation has finished, you'll need to send us your phone video recording. You can send us your recording via WeTransfer directly from your mobile phone.

- Go to: <https://wetransfer.com/log-in>
- Username: johnh@richinteractive.com
Password: [Richinteractive1](#)
- Navigate to the top left menu and select 'Send A File?'
- Upload the recording from your [Photo Library](#)
- Send to marien@richinteractive.com
- Press [Transfer](#) and keep the screen open until the transfer reaches 100%.
- **PLEASE NOTE:** If your screen turns off, your phone may go into sleep mode and the transfer will stop.

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We're looking forward to meeting you.

If you have questions prior to your interview you can contact us on the details below:

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