



Video Recording Best Practices

- Be sure you are in a quiet space.
- Dress professionally.
- Pick a space with good lighting and a simple background.
- Be in a comfortable position.
 - Use calm, open body language.
 - Make eye contact with the camera.
 - Stand or sit up straight.
 - Keep your shoulders back and your muscles relaxed.
 - Keep your hands to your side or gently folded in front of you. Don't cross your arms.
 - If seated, use a stationary and quiet chair (avoid chairs with wheels/swivels, overstuffed cushions, or squeaky screws).
- Smile, especially at the beginning of your video. It makes a big difference in your perceived friendliness.
- Slow down slightly when you talk and enunciate clearly.
- Practice. If needed, watch footage of yourself and identify the areas where you could improve.
- Don't be afraid of multiple takes. You can submit as many takes as you need. Often, it takes a few times to gather your thoughts.
- Be careful of time. Gather Voices videos are meant to be short. The software will note how much time you have left and will stop recording when time is up!