Video Interview Instructions

System Setup and Permissions

Before starting:

- Ensure **camera and microphone permissions** are enabled in your browser (chrome recommended).

- Use a stable internet connection and a quiet, well-lit environment.

- Allow at least one hour to complete the video without feeling rushed and allow time for your responses to upload between questions.

- Do the video as soon as possible when they open, to allow time if any technical trouble-shooting is required.

Use your cameras

Use your microphones

Allow while visiting the site

Allow this time

Never allow

Video Test

Below is a video test which will enable you to both familiarise yourself with the recording process and test that your equipment is working properly. Responses to the video test question WILL NOT be used in the evaluation of your application.

Prior to commencing the test, please ensure you have a stable internet connection and your webcam & microphone are working.

When you're ready, click on the "Start Recording" button, this will allow you to test your equipment:

Record yourself talking, once complete select stop recording, the recording will then appear for you to watch back to confirm equipment is working.

If you experience technical problems we recommend you try a different browser. If you have any other questions then contact allocations@pmcv.com.au

Video Source

Select an option ⌄

Audio Source

Select an option ⌄

Start recording

Start video interview

Test Your Equipment

You will be prompted to **begin a test video**:

- Record a short test to check your audio and video quality.
- After recording, you'll have the option to **download and review** the test clip.
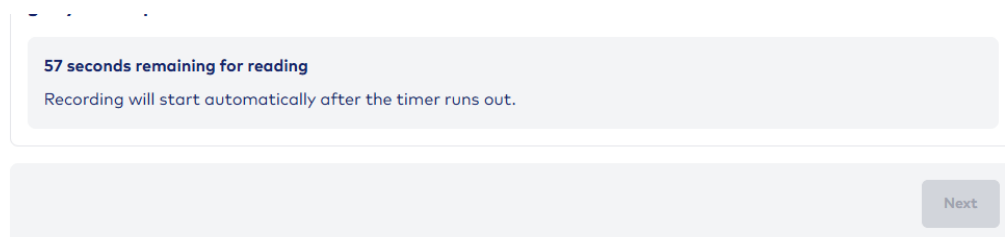- Confirm both your microphone and camera are selected and functioning before proceeding.

Starting the Interview

Once your setup is complete and you're ready:

- Click **"Start video interview"** to start your official video interview.

Reading the Interview Question

- You'll be presented with a **written question**.
- A **countdown timer** allows you time to read the question and take notes.
- The **"Next" button will remain greyed out** until the countdown ends.

57 seconds remaining for reading
Recording will start automatically after the timer runs out.

Next

Recording Your Response

- Once the countdown finishes, the system will begin **recording automatically**.
- A **green status bar** confirms recording is in progress.
- A **timer below** indicates how much time you have remaining.
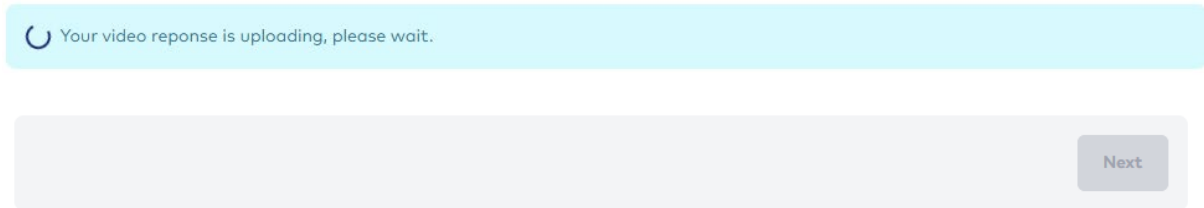
Important:

- You may **stop recording early** by selecting **"Stop Recording"** if you finish before the time runs out.

Recording has started.

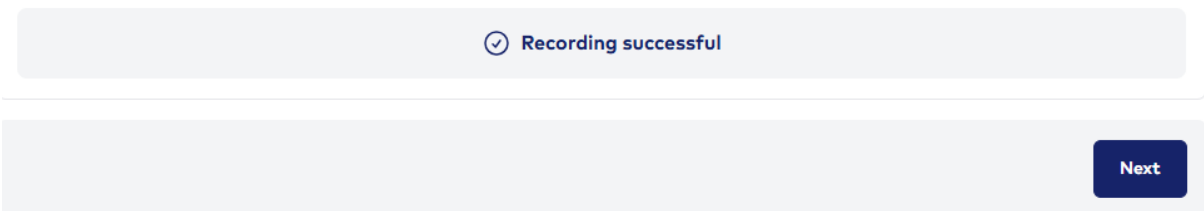**91 seconds remaining for response**

Uploading Your Response

- After you stop recording or the timer ends, your video will **automatically upload**.

- A **status bar** shows the upload progress, depending on the quality of your webcam the upload may take up **to 5 - 10 minutes**, **please be patient.**

- The **"Next" button will remain greyed out** until the upload is complete.

Your video reponse is uploading, please wait.

Next

Confirmation and Next Steps

- Once uploaded successfully, a message will confirm **"Recording Successful"**.

- Click **"Next"** to move on to the next interview question.

⊘ Recording successful

Next

After each question, **please ensure the video has been loaded. Please be patient** with the loading process and don't log out midway through. There will be a lot of people on this platform at one time.

Your video reponse is uploading, please wait.

Completing your interview and Next Steps

- Once complete all the responses a message will appear confirming **"Thank you"**

- Click **"Next"** to move on to the next interview question.

Thanks for completing the video interview

Congratulations, you have completed your video interview.

This has now been submitted with your application

Return to dashboard

If you experience technical issues:

- Try using a different browser (e.g., Chrome or Firefox).

- Contact **allocations@pmcv.com.au** for assistance.