

Video Interview Instructions

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Preparation

- Using a computer or laptop looks more professional than using a phone.
- Test your technology in advance, to ensure your laptop's functions well and has a working camera and microphone. You will also be able to test again before you sit your interview.
- Dress as you would for a professional interview.
- Choose an appropriate location with good lighting, minimal background noise and where you will not be interrupted.

During the Interview

- You'll receive a practice question to test your setup. You can review this response.
- You cannot review your answers to the actual interview questions.
- You may take breaks between questions.
- If you experience technical issues, support is available during usual business hours only.
- If a question doesn't go well, keep going, resilience is valued by the assessors.

IMPORTANT:

- Due to a high volume of candidates completing video interviews at the same time, upload times may be slower. After each question, an uploading notification will appear

on your screen. In some cases, uploads may take 5–10 minutes. Please remain on the screen and wait for your response to fully upload before moving to the next question.

- When completing an online interview, maintain eye contact by speaking directly to the camera, as you would in a face-to-face interview. Reading answers from prepared notes or documents can appear disengaged and may be viewed unfavourably. Aim to respond naturally to demonstrate authenticity and strong communication skills.

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 **Audio Source**

Select an option ▾ 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.

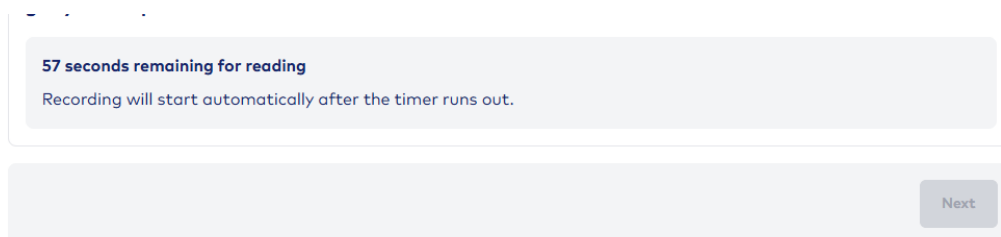
Starting the Interview

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.



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:

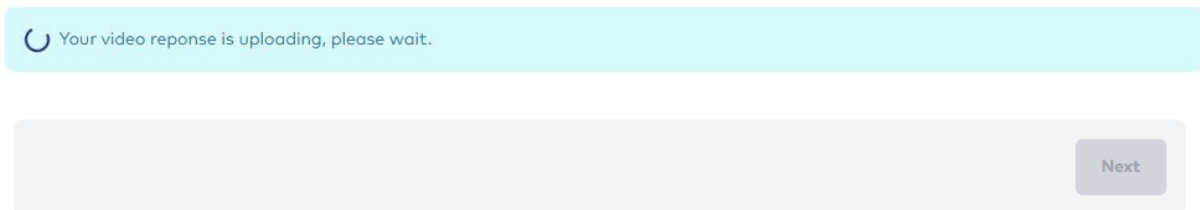
- You may **stop recording early** by selecting "**Stop Recording**" if you finish before the time runs out.

Recording has started.

91 seconds remaining for response

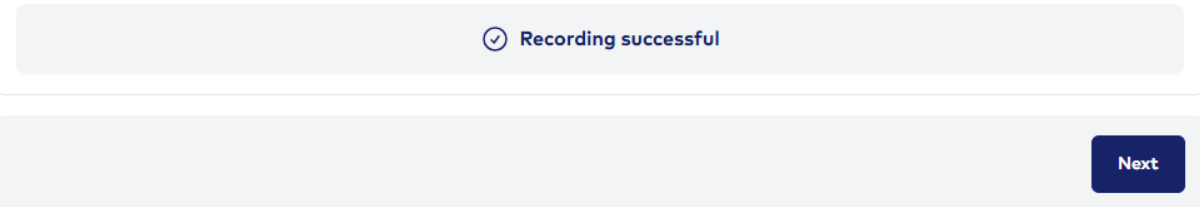
Uploading Your Response

- 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.



Confirmation and Next Steps

- Once uploaded successfully, a message will confirm **“Recording Successful”**.
- Click **“Next”** to move on to the next interview question.



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.



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.