Intervirtualview Practices Vyond Video

Designed and Developed by Cynda Fickert

Intervirtualview Practices Vyond Video
During the pandemic, hiring practices shifted from face-to-face to virtual interviews. This practice has largely continued even with workers returning to the office. Job seekers need to expand their interview preparations to include their personal space, usually a home office. Camera angles, lighting, and surrounding visuals and audio all need to be taken into consideration prior to a virtual meeting. This video provides tips and techniques for job applicants to ready their environments to create a great first impression in their intervirtualviews.

Target Audience: Job candidates preparing for a virtual interview.

Learning Objectives: At the conclusion of this module, learners will be able to complete the following tasks.
1. Identify proper camera angles for a virtual meeting.
2. Recognize appropriate lighting for a virtual meeting.
3. Describe appropriate background visuals and audio for a virtual meeting.

Learning Level: Knowledge

Outline:
- Introductory Hook
- Objectives
- Camera
    - Angle
    - Eye Contact
- Lighting
- Surroundings
- Conclusion

- **Notes for reviewers:**
    - Please focus on the **accuracy** and **completeness** of the content during this review cycle.

Intervirtualview Practices Vyond Video

Designed and Developed by Cynda Fickert

- During this review cycle, please provide very specific, written feedback by *adding a comment to the document*. Feedback includes recommended additions, deletions, and modifications.

- The text in the third column will be <u>narrated audio</u>.

- Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.

- Capitalization is <u>not</u> important in the third column, but is <u>very important</u> in the second column, "Slide Text."

Color Palette:

Y	B	R	LG	P
#E1AD01	#324376	#B7443D	#CCCCCC	#A77A99

Intervirtualview Practices Vyond Video

Designed and Developed by Cynda Fickert

Scene 1 - Bar		
Audio:	**On-Screen Text:**	**On-Screen Graphics/Animation:**
Background Sound – Crowd cheering	[1] Congratulations, Mike!	[1, R] Banner at top of screen Group of people at a bar toasting Character at front of screen celebrating

Scene 2 - Living Room		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics/Visuals:**
[Kyle] I'm so happy Mike just landed his dream job.		 Kyle in living room – on [Y] sofa, propped on elbow Maggie asleep on [Y] rug

Scene 3 - Living Room		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics/Visuals:**
[Kyle] I hope the next party is for me.	Thought bubble above Kyle with inserted video	Continue previous scene

Scene 4 – Living Room		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**

[Kyle] I've really got to make a great impression next week, but I am a little nervous.	Kyle lip sync	Continue previous scene with these changes: Sofa pillow on floor Kyle sitting up on sofa, thought bubble above him with "Job Search" graphic Maggie sitting up on rug

Scene 5 – Living Room		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Kyle] I wonder how I should set up my office for the virtual interview?	Kyle lip sync	Continue previous scene with this change: Thought bubble above Kyle with "?" in it

Scene 6 – Living Room		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Kyle] Come on Maggie. Let's go do some research and find out!	Kyle lip sync	Continue previous scene with these changes: Remove thought bubble Kyle standing up, facing left Maggie standing up

Scene 7 – Living Room		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Kyle] Come on Maggie. Let's go do some research and find out!	Kyle lip sync Kyle walks halfway across room Maggie tail wag	Continue previous scene

Scene 8 – Living Room		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**

[Kyle] Come on Maggie. Let's go do some research and find out!	Kyle lip sync Maggie turns left and walks with Kyle Both exit left side of screen	Continue previous scene

Scene 9 – Office		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Kyle] I think I found something good! Hopefully it will give me all the information I need.	Kyle lip sync Camera zoom on Kyle and computer monitor – details here	

Scene 10 - MB&E Intro		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] [1-3] Welcome to MB&E's video tutorial series. [4] Today we will cover how to make a GREAT first impression in a virtual interview, or, as we like to call it, [5] an intervirtualview.	[1-2] Entrance effect – blinds, vertical [1, Title] Virtual Interviews [2, Subtitle] How to Make a Great First Impression [3] Narrator waving [4] Narrator lip sync, pointing, hand on hip [5] Transition [1] to Intervirtualview with blinds-vertical	[B] Background [1, 2, R] Oval, centered, white text Female narrator, right side of screen, centered vertically with oval MB&E white logo top left of screen

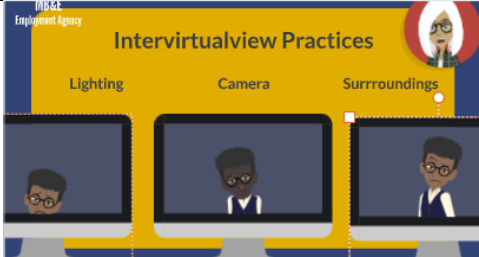| Scene 11 – Meetings		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] As we all know, the pandemic forged a new path for interviewing job candidates. [1,2] More and more companies are transitioning away from in-person interviews to online interviews, using programs such as Zoom.	Narrator pointing, lip syncing [1] Exit animation blinds-vertical [2] Entrance animation blinds-vertical	[B] Background Female narrator, left side of screen, centered vertically MB&E white logo top left of screen [1] Image of face-to-face interview [2] Image of a computer monitor with online meeting displayed

Scene 12 - Crowd		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] That means you need new ways to stand out from the crowd with a great first impression.	Narrator lip sync Staggered entrance of characters with text; character entrance animation slide up, text entrance circular reveal Kyle last to enter, animation slide up; bold text, entrance sparkles-vertical	

Scene 13 - Information Screen		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] [1,2,3] In addition to traditional advice, such as [4] being friendly, making eye contact,	Narrator lip sync [3] Interview Practices, entrance blinds-vertical	[B] Background [Y] Rectangle centered on background (325, 184), size (568, 320)

and dressing for success [1,2], now you also [5] need to pay close attention to your surroundings.	[1,2] Walk toward each other, shake hands [4] Be Friendly, Make Eye Contact, Dress for Success timed with audio, entrance blinds-vertical [1,2] Turn to face camera, smile [1,2] exit animation fade, 0.5 sec [5] intro animation fade, 0.5 sec	Narrator masked in circle, upper right corner MB&E logo upper left corner [1] Kyle, right side of screen [2] Female office worker, left side of screen [3] Title Text box, centered top of [Y] Rectangle [4] Subtitle Text boxes, distributed horizontally under [3] [5] Inserted Video, Entrance Fade, 0.5 seconds

Scene 14 – Information Screen Cont		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] In this video tutorial, we will cover what to consider with [2,5] lighting options, [2,4] camera angles and [2,6] preparing your surroundings.	Narrator lip sync [2,5] timed with audio, entrance effect blinds-vertical [2,4] timed with audio, entrance effect blinds-vertical [2,6] timed with audio, entrance effect blinds-vertical	 [1] Title Text box, centered top of [Y] Rectangle [2] Subtitle Text boxes, distributed horizontally under [1]

		All monitor images centered on screen, each entry timed with audio, overlayed on previous image [4] Monitor image – camera angle [5] Monitor image – lighting [6] Monitor image – surroundings

Scene 15 – Information Screen Cont

Audio:	On-Screen Text/Animations:	On-Screen Graphics:
Dog barking [1,3] [Narrator] [4] Let's begin by setting up the camera.	Narrator lip sync On-screen text [1] Lighting [2] Camera [3] Surroundings [1,3] exit animation after dog bark, blinds-vertical [4] entrance animation – blinds-vertical	Continue previous scene with this change: [4] Monitor image-camera angle

Scene 16 - Camera

Audio:	On-Screen Text/Animations:	On-Screen Graphics:
[Narrator] [1] When setting up your camera, pay attention to the angle of your computer. [3] If it's too low, people will most likely be stuck looking up your nostrils. [4] If it's too	Narrator lip sync [1, Title] Camera Angle, entrance effect, typing	[B] Background [Y] Square centered on background Narrator masked in circle, upper right corner MB&E logo upper left corner

high, it might make you seem small. [2] Be sure to get the angle just right so your face is front and center. [5] Don't forget to smile!	[2-5] Entrance, exit timed with audio, blinds-vertical animation	[2] Image of Kyle centered in Y square [3] Image of Kyle too high in Y square [4] Image of Kyle small and too low in Y square [5] Image of Kyle centered and smiling in Y square

Scenes 17 -18

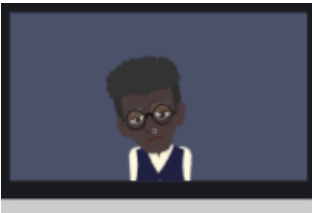| Audio:	On-Screen Text/Animations:	On-Screen Graphics:
[Narrator] [1] Typically, your computer is too low sitting on your desk, [2] so try placing it on a stack of books to raise the camera to eye level.	Narrator lip sync, gesturing [1] Static on screen begin slide [2] Entrance timed with audio, blinds-vertical	[1] [2]

Scene 19

Audio:	On-Screen Text/Animations:	On-Screen Graphics:
[Narrator] The second thing to remember about the camera is to look right at the lens to make eye contact.	Narrator lip sync, gesturing	Continue previous scene

Scene 20

Audio:	On-Screen Text/Animations:	On-Screen Graphics:
[Narrator] In a zoom meeting, it's very easy to look at the [1] thumbnails of the other participants, but that means you aren't making eye contact. Instead, they see you looking down at another part of your screen.	[1] Entrance animation timed with audio	Continue previous scene with these changes: [1] Insert thumbnail image of office worker inside square on lower left corner of image 2
If you tend to get distracted and find yourself watching the thumbnail images, try putting a [2] reminder note on your computer up by the lens.	[2] Entrance animation timed with audio	[2] Insert [Y] note on top of computer screen in image 2

Scene 21 – Lighting Introduction		
Audio:	On-Screen Text/Animations:	On-Screen Graphics:
[Narrator] Now that the camera is at the right angle, let's consider lighting.	[1] Lighting Image of Kyle shakes head in monitor during audio	[B] Background [Y] Rectangle centered on background (325, 184), size (568, 320) Narrator masked in circle, upper right corner MB&E logo upper left corner Image centered under [1]

Scene 22 – Natural Lighting		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] Natural light is best.	Narrator lip sync, gesturing [1] Lighting	

Scene 23		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] If you can face a window with sunshine, do it! Don't put the computer facing the window though. The computer will turn you into a silhouette as it adjusts for the sunlight.	Narrator lip sync, gesturing	

Scene 24		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator} Don't put the computer facing the window though. The computer will turn you into a silhouette as it adjusts for the sunlight.	Narrator lip sync, gesturing	Continue previous scene with these changes: Move Kyle and chair behind desk Change image on computer monitor to shadow Kyle from scene 21

Intervirtualview Practices Vyond Video

Designed and Developed by Cynda Fickert

Scene 25		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] If you use artificial lighting, ring lights are ideal.	Narrator lip sync, gesturing	Continue scene 22 with these changes: Move window/blind/sun to upper left corner Insert image of ring light in lower left corner

Scene 26		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] Put one right behind the computer, facing you and adjust the brightness as needed.	Narrator lip sync, gesturing	Continue scene 23 with these changes: Remove window/blind/sun Insert image of ring light behind desk

Scene 27		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] An adjustable desk lamp will also work, but be sure it doesn't leave half of your face in a shadow.	Narrator lip sync, gesturing	Continue scene 25 with these changes: Add red adjustable desk lamp image to lower right corner Flip narrator animation

Scene 28		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] Play around with angling it until your entire face is the same brightness.	Narrator lip sync, gesturing	Continue scene 26 with these changes: Remove image of ring light Insert image of red adjustable light on right side of desk

Intervirtualview Practices Vyond Video
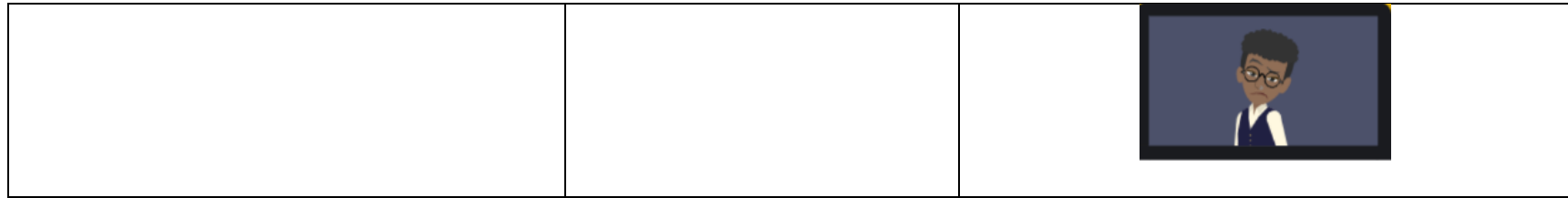
Designed and Developed by Cynda Fickert

Scene 29		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] Be careful with overhead lighting.	Narrator lip sync, gesturing	Continue scene 27 with these changes: Insert image of orange overhead light in upper right corner Change narrator animation to pointing up

Scene 30		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator]Too much overhead lighting will cause shadows across your face.	Narrator lip sync, gesturing	Continue scene 28 with these changes: Remove image of red adjustable lamp Insert image of orange overhead light Insert image of shadow Kyle from scene 21

Scene 31 Transition		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] Now that you've got the camera and lighting just right, let's look at your surroundings.	[1] Surroundings Narrator lip sync	[B] Background [Y] Rectangle centered on background (325, 184), size (568, 320) Narrator masked in circle, upper right corner MB&E logo upper left corner Image centered under [1]

Scene 32		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] Unlike face-to-face interviews typically held in an office setting, with virtual interviews, potential employers often get a glimpse of your personal space.	Narrator lip sync [38] Camera zoom on computer monitor – details here	

Scene 33		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator]	Narrator lip sync, gesturing Dog tail wag, eating	

Scenes 34 - 37

Audio:	On-Screen Text/Animations:	On-Screen Graphics:
[Narrator] While most online meeting programs offer a variety of artificial backdrop scenes, potential employers prefer seeing the real background.	[34-37] Narrator lip sync, gesturing [34-37] Dog tail wag, eating [34] Kyle walks from left side of screen toward trash can [35] Kyle kneels by trash can [36] Kyle puts trash can upright [37] Kyle walking in front of table	

Scenes 38 - 39

Audio:	On-Screen Text/Animations:	On-Screen Graphics:
[Narrator] Be sure to straighten things up a bit, including last night's party cup.	[38-39] Narrator lip sync, gesturing [38-39] Dog tail wag, eating [38] Kyle pick up red cup, walk to trash can, drop cup in [39] Kyle walk right, curved animation path around table	Continue scene 37

Scenes 40-42

Audio:	On-Screen Text/Animations:	On-Screen Graphics:

[Narrator] If you have any pets, be sure to move them to another room.	[40-42] Narrator lip sync, gesturing [40] Dog tail wag, eating [41] Kyle clapping in front of dog [41] Kyle picks up dog bowl [41] Dog sits up - begging [42] Kyle and dog walk right, out of room	Continue scene 39 [40] Kyle turn left, facing dog [41] Kyle kneeling down in front of dog

Scenes 43-45		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] Clean clutter off tables and counters too.	[43-45] Narrator lip sync, gesturing [43] Kyle enters from right side of screen, walking left, stops in front of coffee table [44] Kyle picks up food off table [45] Kyle carries food like a waiter tray, walks right, out of room	Continue scene 42

Intervirtualview Practices Vyond Video

Designed and Developed by Cynda Fickert

Scenes 46-48		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] Keep it simple. Try putting some fresh flowers on the table behind you, and maybe hang a new picture on the wall	[46-48] Narrator lip sync, gesturing [46] Kyle enters screen on right, walking left toward the table carrying a vase of sunflowers [47] Kyle puts flowers on table [47] Kyle turns, and walks left out of the room	Continue scene 45 [47] Flowers [48] Picture above sofa – guitar in frame matching sofa

Scene 49		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] Now that your background is set up visually, check your office for any noise makers, and consider leaving your phone in another room.	Narrator lip sync, gesturing	Narrator in red mask circle, upper right of screen MB&E logo upper left of screen Fade to computer screen frame Kyle in front, cleaned-up office space behind him

Scene 50		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**

[Narrator] That concludes today's video tutorial. Your [1] camera, [2] lighting, and [3] surroundings are all set for you to make a great first impression in your intervirtualview!	Narrator lip sync, gesturing [1-3] Entrance animation blinds-vertical timed with narration	

Scene 51		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Narrator] Good luck!	Narrator lip sync [1, Title] Virtual Interviews [2, Subtitle] How to Make a Great First Impression [3] Narrator waving	[B] Background [1,2, R] Oval, centered, white text Female narrator, right side of screen, centered vertically with oval MB&E white logo top left of screen

Scene 3 - Inserted Video

Scene 2c – Living Room		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
[Kyle] I hope the next party is for me.	[1] Congratulations, Kyle! Bottom of screen – hands applauding Spotlight spinning behind Kyle Kyle bottom centered, cheering	[1, B] background, white text

Scene 9 – Camera Zoom Details

CAMERA		REMOVE
Position	X 320.00 px	Y 180.00 px
Size	W 640.00 px ᵷ	H 360.00 px

MOVEMENT		REMOVE
Custom ⌄		
Delay	1.000 s	
Duration	2.542 s	
End Position	X 372.30 px	Y 184.67 px
End Size	W 340.22 px ᵷ	H 191.37 px

Scene 13 – Inserted Video

Scene 2c – Living Room		
Audio:	**On-Screen Text/Animations:**	**On-Screen Graphics:**
	[1] Maggie running across screen	Kyle sitting at desk in messy office

Scene 32 – Camera Zoom Details

CAMERA		REMOVE
Position	X 320.00 px	Y 180.00 px
Size	W 640.00 px ᵷ	H 360.00 px

MOVEMENT		REMOVE
Custom ⌄		
Delay	0.000 s	
Duration	5.042 s	
End Position	X 390.05 px	Y 131.43 px
End Size	W 269.15 px ᵷ	H 151.40 px