**How to make a self –video on the phone**

1. Orientation - Hold the phone horizontal (landscape mode rather than portrait). Preferably use a tripod/ table, so that the video is not shaky. If not, then use both hands to hold the phone.
2. Video resolution- Use HD feature. Two common resolutions are 1080 HD and 4K.
3. Lens – Keep the lens clean and do NOT zoom.
4. Location – should be relevant to work, but it is a noisy area, then avoid. Record video in a quiet location, so that there is minimum external/ background sound.
5. Lighting is critical. Do NOT stand against the light. Avoid having a window or light source behind your subject
6. Keep the focus on the face and lock the focus.
7. Audio – speak loud and clear
8. Please make sure the person is looking into the mobile phone (rather than at the interviewer)
9. Please make sure the person is filmed from the waist upwards, head and shoulders
10. Please make sure the person is in the centre of the frame.