

Graduate Trainee Programme Video Instructions

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Step 1: Plan your video

Before you start recording, please take into account what is asked and how you can best present it in the video. Would you prefer to use the camera on your phone or would it be easier to have a friend interview you? Would you like to include a slide show, animations or text? Or would you like to keep it simple?

Be creative and do something you are comfortable with.

Step 2: Write your script

Plan your script. Review the questions asked and answer them on a piece of paper. Writing down your ideas in advance will encourage clarity and eliminate run-on sentences and the “umms.”

Questions:

- Tell us about yourself and your achievements
- Why do you want to be part of the Graduate Trainee Programme?
- How can you add value to EDB?
- And anything else you would like to highlight.

You should be able to include the below in your script:

- Short and persuasive opening statement – your elevator pitch
- Any achievements you would like to highlight
- Skills and experience
- A little bit of personality and tactful humour, if appropriate

When recording, avoid looking or reading from your script for the recording to look natural.

Step 3: Record your video

- **Shoot several takes, if necessary.** You can use your phone to record your video and practice the script to see if you can fit it to 2- 3 minutes and adjust the script accordingly. Remember anything beyond 3 minutes will not be reviewed.
- **Make sure your video is clear and audible.** We want to hear what you have to say so try to reduce background noise and choose a well-lit area.
- **Edit your video:** There are many free editing programs that are easy to use. However, if you are unable to figure it out, there are so many YouTube tutorials that you can learn from.

Please keep in mind that we are not looking for the most well-edited video, but are looking for personality, creativity, communication style, intelligence, and effort.

Step 4: Watch your own video

Before uploading your video, watch your video a few times to ensure that everything is in order.

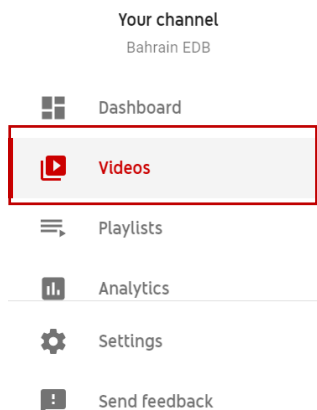
Step 5: Upload your video

You can use file-sharing websites like [WeTransfer](#) and [Dropbox](#) to upload your file. Alternatively, you can upload an unlisted video on [YouTube](#) or [Vimeo](#).

Uploading to YouTube

For instruction on how to upload a YouTube video, [please click here](#). Please read the below instructions on how to change your YouTube video's settings to Unlisted:

1. Sign in to [YouTube Studio](#).
2. From the left menu, select Videos.



3. Hover over the video you'd like to update.
4. Click the down arrow under "Visibility" and choose **Unlisted**.

Save or publish

Private

Unlisted

Public

Set as instant Premiere [?](#)

Schedule

[CANCEL](#) [SAVE](#)

5. Click **Save**.