



NAVIGATING & MASTERING A VIRTUAL INTERVIEW

The use of technology in the recruitment and hiring of staff continues to increase and is invaluable in reducing time and expenses in the identification and selection of new employees. The inclusion of technology blends traditional hiring activities with the ease of collection and review of application materials and with the meeting of candidates through technology.

PREPARATION: INTERVIEW CONVERSATION

The **good news** for candidates is that the general interview preparation has not changed. The interview continues to be a two-way conversation between well-qualified candidates and the organization's hiring agents with the goal to identify the individual(s) who offer the best combination of knowledge, skill sets, and personal attributes to meet the job requirements and responsibilities.

The candidate's goal for the interview is to:

- ▶ Convince the decision makers that you are the best candidate for their organization
- ▶ Exchange information between the candidate and employer, a two-way street
- ▶ Receive a job offer!

The employer's goal is to:

- ▶ Determine which candidate is the best fit for the specific set of responsibilities

DON'T SKIP THE PREPARATION!

Review the job posting and your application materials. Choose the accomplishments/skills/attributes that you want to present to the employer during the interview. Expect questions that target 4-5 key areas.

- **Are you really qualified?** - Tell me about yourself. Describe a few of your strengths.
- **What motivates you?** - Why are you interested in this job? Where do you want to be in 5 (10, 20) years?
- **How will you fit with the team?** - How do you spend your spare time? How would you solve the ____ problem?
- **Is anything terribly wrong with you?** - What's your biggest weakness? Why do you want to leave your present job?
- **Can we afford you?** - What are your salary requirements? When could you start?

Identify examples or stories that you will use when answering interview question using the Behavior Based -STAR model. Remember, the most accurate predictor of *future performance is past performance* in a similar situation. Be specific. Include an example in your answer.

PREPARATION: MANAGE THE TECHNOLOGY, THE ENVIRONMENT, AND YOUR IMPRESSION

IDENTIFY A LOCATION FOR YOUR INTERVIEW AND MANAGE YOUR TECHNOLOGY

- Choose your hardware (phone, tablet, computer) and a location with a strong, reliable internet connection, wired if possible
- Confirm that your microphone and camera are working
- Be certain your technology is stable, the camera is eye level, and your head and shoulders are centered in the camera frame; look directly into the camera
- Eliminate distractions and interruptions; turn off your phone, unless it's your technology for the interview
- Choose a non-cluttered backdrop with lighting to the side or in front of your face; avoid glare
- Practice your interviewing skills with a partner prior to your interview using the specific virtual interview software
- Confer with the employer regarding a back-up plan for technology issues
- Have your general interview notes and a glass of water available

MANAGE THE INTERVIEWERS' PERCEPTIONS OF YOU

- Acknowledge and greet the interviewers
- Manage your first impressions – you have 7 seconds
- Use your body language and non-verbal communication skills – establish eye contact, lean into the interview, keep your feet on the ground, SMILE
- Dress for success
- Be personable, connect with the interviewers; have a conversation
- Know the typical flow of an interview: Greeting, Small Talk, Opening Questions, Probing Specifics, Interviewee's Questions, and Closing
- Use behavior-based answers that demonstrate your abilities as they relate to the situations within the interview question
- Keep your answers short and concise
- Be yourself
- Prepare and ask questions of the interviewers

INTERVIEW FOLLOW UP

- Send individual thank you email/notes to everyone you met within 24 hours
- Promote the fit between your qualifications and the specific position; restate your unique strengths
- Ask additional questions
- Keep the thank you communication short and concise
- Keep references informed of your job search activities
- Evaluate what went well and where you can enhance your interviewing skills