Interviewing 101
The Basics, The Remote Interview, and More
Job Interviews are like First Dates:
   Good impressions count.
   Awkwardness can occur.
   Outcomes are unpredictable.
Types of Interviews:
Yes, there are more than one...
Types

- Phone
- Video Recording
- Face-to-Face
- Panel (Committee)
- Virtual (Zoom or Skype)
- Group (You plus other candidates)

- Sequential (Several in a row)
- Restaurant
- Portfolio (Show your previous work)
- Case (Scenario based)
- Technical (Task-oriented)
- Informational
Let’s start with some tips...
Some tips to keep in mind…
Some tips to keep in mind…

**TOP 10 INTERVIEWING TIPS**

1. Research the opportunity before your visit.
2. Prepare a list of questions you want to ask.
3. Dress professionally and be neat and well-groomed.
4. Arrive a few minutes early.
5. Take a few copies of your CV, a note pad, and pen.
6. Maintain eye contact and show interest in everyone involved in the interview.
7. Never discuss money in the first interview.
8. Do not have more than one alcoholic drink at any meal or event with a potential employer.
9. Show equal respect to all you meet.
10. Follow up with a thank you note to each interviewer.
To Sum All That Up…

**To Prepare:**
- Do research on the company and the position
- Practice – Your handshake, your 30 second commercial, your eye contact, everything
- Have your stories ready

**To Dress:**
- Conservative – no bold or bright colors
- Ladies: low heels, minimal jewelry, hair out of face.
- Men: Matching shoes and socks, no missing buttons, hair out of face.
- Neatly groomed, no strong colognes or perfumes.

**To Bring:**
- Extra copies of your resume – Please come see us at CDS and have it reviewed! 😊
- A binder or notebook with notepad and pen
- Tissue to squeeze in your hand before going in so your hand isn’t sweaty
What About Remote Interviews?
Remote Interviewing
When a Firm Handshake Isn't Possible

Body Language Matters!
Without the in-person connection, body language is even more important! Avoid slouching or reclining in your chair. Do not fidget with your hands & feet. Also, maintain eye contact through the camera and avoid touching your face.

Test Your Tech
Send instructions on how to use the interview platform several days before the interview and be available for questions. Ensure the WiFi and bandwidth are appropriate for the platform being used. Also, have a plan in place in case of technical issues. We suggest having the candidate's phone number handy.

Practice! Practice!
If time allows, practice your virtual interview. Ask someone to play along so they can offer feedback about your environment, as well as, how you appear and sound.

Put Your Best Foot Forward
"Face-to-face" can feel different through a camera and may increase your anxiety. Keep things professional as you would in-person. Listen to what the other people are saying, stay engaged, be thoughtful and honest about your responses, avoid saying "um".

Don't Forget What Your Teachers Taught You
Proofread every printed and online document you will be using in the interview. If you are sharing a screen, type slowly and watch for common grammatical and spelling errors.

Create a Comfortable & Professional Environment
First impressions count! Select a spot in your home or office that is conducive for an interview. It should be clean, organized, and have an appropriate background. Additionally, be sure to dress appropriately.

Send Materials Ahead of Time
Nothing disrupts the flow of an interview like frantically searching for documents. Send resumes, PowerPoint presentations, portfolios, and any pre-interview resources ahead of time so everyone is prepared and has the necessary things at their fingertips.
Checklist for Video Interviews:

1. Do you know your interview logistics?
   • Do you know WHO you are meeting?
   • Do you know WHEN you are meeting?
   • Do you when what video conferencing system they will use?
   • Do you have a phone number for them handy?

2. Have you checked your tech?
   • Is there software to download?
   • Do you know how to activate specific features on the video platform?
   • Have you found your headphone/microphone, if you have one?
   • Is your computer charged up and plugged in?
   • Is it possible to connect with an ethernet cable?
   • Do you have a less than professional Skype/google email for hangouts/etc. name?
Checklist for Video Interviews:

3. Have you set up your space?
   - Are you using all the best practices for that platform?
   - Have you turned off the ringer on your phone? Have you shut down everything else/all other tabs on your laptop?
   - Do you have a pen and paper handy to write down people's names?
   - Don't want to keep looking down?
   - Are you trying to type notes from the interview?
   - Do you have water, hot tea with honey, and/or tissues nearby?

4. Have you practiced your interview questions?
   - It will help if you practice your answers beforehand.
   - Practice answering questions and seeing how you present on camera.
Checklist for Video Interviews:

5. Do you have a plan to test/organize everything at the beginning of the interview?
   • Once you log on and greet your interviewer, consider asking: "Can everyone hear me well? Can people see me clearly?" Get a confirmation, before moving onto the interview.
   • Ask what the interviewer would like you to do if you have a video glitch that causes the call to end.
   • Start to assess the frequency of delays, freezes, and how clear/pixelated your picture is.

6. Do you have your go-to language to handle glitches and awkward situations?
   • There is a delay in the video:
   • If you are pixelating:
   • If your/their video freezes:
   • You can't hear the interviewer clearly:
   • If you find your computer running out of power:
   • If something in your environment interrupts you:
Checklist for Video Interviews:

7. And a few last tips:

- Many people find it a distraction to have their own image in front of them when they want to be concentrating on the questions that are being asked. Learn where to turn off your own image.
- It is likely you will join the interview by being placed in a “Waiting Room”. You’ll want to understand what that looks like when you’re waiting and how to know when you’re “up.”
- Set up a distraction-free environment for yourself so you can concentrate on the interview.
- Put the camera that you’ll be using, either on your laptop or as a peripheral, at eye level so that you’re looking directly into the eyes of the interviewers.
- Dress appropriately for the interview just as if you were attending in person.
- Body language is as important for a Zoom interview as it is for an in-person interview. Sit up straight so you appear alert and engaged. No chewing gum. Don’t forget to smile!
- Be ready with some questions to ask the interview panel at the end.
Watch this – Applies to Skype, Zoom, and any Video Interviews
Phone Interviews

https://www.candidcareer.com/video-phone-interview,eb7c37fbbfcad1d7042c,ODU
What about answering the questions?
When answering any Behavioral Based Question…Tell Me About a Time…

**S** Identify the SITUATION or problem you solved or encountered.

**T** What was the specific TASK or targets? (who, what, when, where, what’s required)

**A** Detail your specific ACTION. What did you do? How did you do it?

**R** Explain the RESULTS. Quantify. (savings, accomplishments, recognition, etc.)
When answering any Behavioral Based Question...Tell Me About a Time...

Or as I like to say...

...AND WRAP IT WITH A BOW

The Bow

What did you learn ???
For Example:

**Question:** Tell me about a time when you demonstrated leadership skills.

**Situation:** Every year, my student organization sponsors a fundraising event to benefit a local food bank.

**Task:** As the Committee Chair, I was in charge of organizing the event last semester.

**Action:** I organized and led a committee of 8 members to handle logistics involved in the fundraiser. I managed the $2,000 budget, created the timeline, and delegated responsibilities to each committee member. I primarily focused on marketing the event. Using social media and old-fashioned flyers, I raised awareness of the event to the point that we had over 100 attendees RSVP.

**Result:** I was very proud of the event because 250 people attended, and we raised $5000 for the local food bank.

**Bow:** I learned that not only can I organize events effectively, but I also have the ability to lead a group of people and get things done. I also learned the importance of using timelines and planners to help me stay on track and help with time management.
“ONE OF THE MOST COMMON MISTAKES FOR AN ENTRY-LEVEL JOB INTERVIEW IS TO TAKE THE POSITION: ’WHAT IS THIS JOB GOING TO DO FOR ME?’ YOU SHOULD BE SAYING ’HERE’S WHAT I CAN DO AND HERE’S WHAT I WANT TO DO TO HELP YOU.’”

NORAH O’DONNELL

© Lifehack Quotes
A few more tips:
4 TRICKY INTERVIEW QUESTIONS

Tell me about yourself.

The interviewer is looking for how you will benefit their company.

Tip!
1) Keep your answers short & simple
2) Elaborate on experiences & goals relating to the applied position.
3) Summarize your resume & talk about transitions in employment.

Why did you leave your previous job?

Understanding how & why you decided to move on from the previous company.

Tip!
1) If you have a job, say you’re “seeking greater opportunity.”
2) Got fired? Say that you “parted ways” & change the topic to your accomplishments.
3) Laid off? Then it’s okay to say it’s recession related.

What is your range of salary?

Making sure if you are selling yourself too high or selling yourself too short.

Tip!
1) ALWAYS SAY NEGOTIABLE!
2) Find out what others are making w/ the same position in the area at www.salary.com
3) Research, Research, Research!

What are your goals for the future?

Allows the interview to determine if you are a fit for their company.

Tip!
1) Explain that you want to excel and be known for your skills.
2) Mention how you see yourself having more responsibilities w/in the company.
3) Give examples of positive results that you will make.
Always ALWAYS ALWAYS Ask Questions!

IMPRESSIVE QUESTIONS TO ASK AN INTERVIEWER

1. Can you describe a typical day in this type of role?
2. How long have you been at the company and what makes you stay?
3. How would you describe the work environment and corporate culture?
4. What are some of the goals for the company in the short and longer term?
5. How would my performance be measured?
6. What types of career opportunities may open up down the road for a person starting out in this type of position, assuming they perform well?
7. What are some of the company’s initiatives regarding learning and development?
At a job interview: "What are your strengths?"

"I'm an optimist and a positive thinker."

"Can you give me an example?"

"Yes, when do I start?"
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THANK YOU