

Before the Phone & Video Interview Checklist

This year we may be doing interviews differently while we practice social distancing. You may be asked to interview by phone or video.

The Night Before

- _____ I know the appointment time.
- _____ I picked out what I'm going to wear. It is clean. Is it "one step above"?
- _____ I have the phone number or video link written down.
- _____ Get everything done so I can get a good night's sleep!



The Day of the Interview

- _____ Take a shower.
- _____ Am I free of odor and perfume?
- _____ Deodorant, teeth, nails, hair, shoes, breath, hands?
- _____ Clothes are free of wrinkles, stains, and holes.
- _____ Charge the battery on your phone or laptop.

Interviewing Rules of Thumb

Before the Interview

- ↻ Be on time/Be early
- ↻ Practice your answers
- ↻ Rehearse your interview with a friend



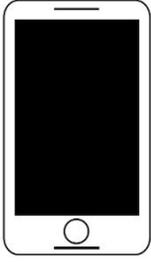
During the Interview

- ↻ Be positive
- ↻ Relax
- ↻ Be yourself!
- ↻ Have well-practiced opening and closing statements for the interview
- ↻ Show self-confidence
- ↻ Listen
- ↻ Reflect before answering a difficult question.
- ↻ Prove you can do the work by giving a few examples.
- ↻ Talk about successes, results & achievements.
- ↻ Ask Questions

- ↻ Show you want the job.
- ↻ Avoid negative body language such as:
 - Folding or crossing your arms
 - Avoiding eye contact
 - Picking at invisible bits of lint
 - Playing with a pen
- ↻ Stress reliability, flexibility and work ethic.
- ↻ Have questions prepared in advance.

After the Interview

- ↻ End the interview thanking the employer
- ↻ Send a "Thanks for the Interview" note



Phone Interview Tips

- ↻ **Write the answers to questions you are going to be asked. Focus on skills, experiences, and accomplishments.**
- ↻ **Practice until you are comfortable.**
- ↻ **Charge your cell phone**
- ↻ **Keep your notes by the phone. You will sound prepared if you don't have to search for information. Make sure you also have a notepad and pen so you can jot down notes and any questions you would like to ask at the end of the interview.**



Video Interview Tips

- ↻ **Dress professionally: at least from the waist up and use a full torso shot not just a face shot. Dress with a solid color shirt and avoid stripes.**
- ↻ **Make sure your backdrop/background is appropriate**
- ↻ **Remove distractions - you don't want to be interrupted**
- ↻ **Make eye contact with the web camera (usually mounted on the top of the screen) - NOT the picture of the interviewer on the screen. One way to encourage yourself to look up at the camera is to tape your questions and answers to the wall behind the camera.**
- ↻ **Plug in your equipment so there is enough battery to complete the interview.**