



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

The background is an underwater scene. A large, dark, textured rock formation dominates the right side and extends towards the center. The water is a deep blue-green color, filled with numerous small, light-colored bubbles and particles, creating a sense of movement and depth. The lighting is somewhat dim, with a brighter area near the rock's surface.

Let's start with some tips...

Some tips to keep in mind...

34 CRUCIAL TIPS FOR YOUR NEXT JOB INTERVIEW



COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS

67%
Fail to make eye contact

47%
Have little knowledge of
the company

38%
Don't smile

33%
Have bad posture

33%
Fidget too much

26%
Have a weak handshake

21%
Play with their hair or
touch their face

21%
Cross their arms over
their chest

9%
Use too many hand
gestures



In a survey of more than
2,000 hiring managers,
33% claimed to know
whether or not they
would hire someone
within 90 seconds.

STATISTICS SHOW THAT FIRST IMPRESSIONS ARE DETERMINED BY:

55%
The way you
dress, act, and
walk through
the door

38%
The quality of
your voice,
grammar, and
confidence

7%
The words
you choose
to say

THINGS THAT HAVE AN IMPACT ON FIRST IMPRESSIONS

70%
of employers claim
they don't want
applicants to be **overly
fashionable or trendy**

65%
of hiring managers say
clothes can be the
deciding factor
between two similar
candidates

BRIGHTLY-COLORED CLOTHING IS BAD



Some tips to keep in mind...

TOP 10 INTERVIEWING TIPS

ONE

Research the opportunity before your visit.

TWO

Prepare a list of questions you want to ask.

THREE

Dress professionally and be neat and well-groomed.

FOUR

Arrive a few minutes early.

FIVE

Take a few copies of your CV, a note pad, and pen.

SIX

Maintain eye contact and show interest in everyone involved in the interview.

SEVEN

Never discuss money in the first interview.

EIGHT

Do not have more than one alcoholic drink at any meal or event with a potential employer.

NINE

Show equal respect to all you meet.

TEN

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?

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.

Remote Interviewing

When a Firm Handshake Isn't Possible



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".

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.

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.

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 know 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:

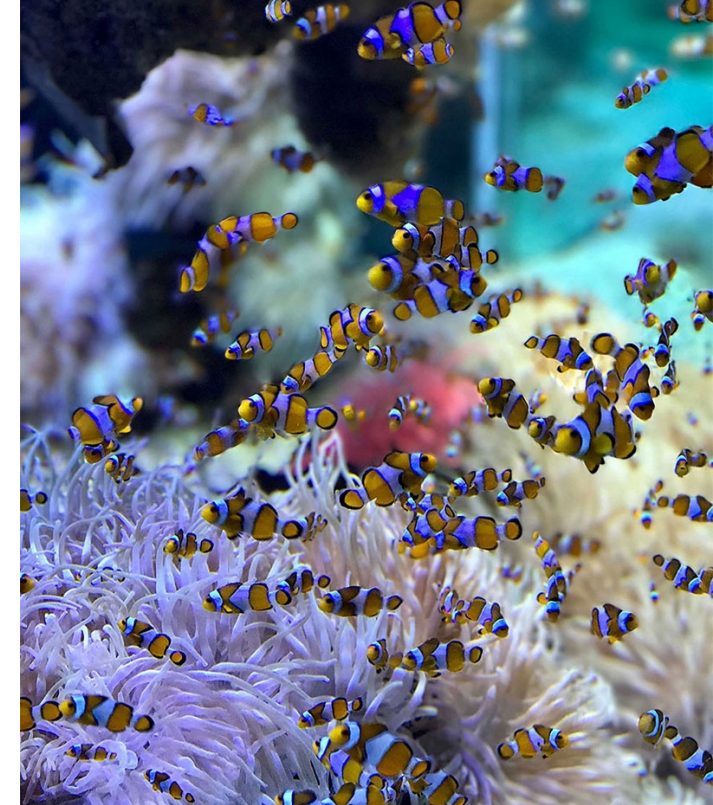
5. Do you have a plan to test/organize everything at the beginning of the interview?
 - Once you log on and greet your interviewer, consider asking: "Can everyone hear me well? Can people see me clearly?" Get a confirmation, before moving onto the interview.
 - Ask what the interviewer would like you 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>



10 Tips to Master the Phone Interview

Phone interviews are becoming more common as the first stage in an interview process, so here are 10 tips to help you master the phone interview every time:

1. Take it seriously

Because it is a real interview. Just like an in person interview, if you don't impress your interviewer, then you won't make it to the next stage. So make sure you take it seriously.



2. Do your homework

Research the company, industry and job description, and know your resume inside and out so that you can discuss these topics with confidence.



3. Prepare intelligent questions

Most phone interviews will allow time for your questions, so have a list of intelligent questions prepared and readily available.



4. Find a quiet room with no distractions

Avoid places like coffee shops, busy streets and public places where you'll be distracted and difficult to hear.



5. Charge your phone

Landlines are ideal, but if you must use a mobile phone then make sure it has full battery life and that you're in an area with strong network coverage.



6. Standup and smile

You'll sound and feel more confident during the conversation.



7. Let your voice be your body language

Some studies suggest body language makes up to 90% of the message being conveyed, so to help make up for this, vary the tone of your voice to sound upbeat, interested and engaged.



8. Don't ramble

You can't see your interviewers' non-verbal cues so it can be easy to talk too much. Be aware of this, and keep your answers concise and to the point.



9. Allow extra time

Phone interviews often go longer than expected so schedule extra time in your calendar as a buffer to allow for this.



10. Take notes

Take notes of the questions you were asked and comments that were made. These can be used to help you prepare for the following interview.



 <http://ca.linkedin.com/in/brianrecruiter/> @brianrecruiter



The background is an abstract, textured image in shades of blue and teal. A prominent diagonal line, possibly representing a wave or a geological feature, runs from the top right towards the bottom left. The overall effect is dynamic and somewhat ethereal.

What about answering the questions?

When answering any Behavioral Based Question...Tell Me About a Time...



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



What was the specific **TASK** or targets?
(who, what, when, where, what's required)



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



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...



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 interviewee 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 interviewee 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