

# **Getting Out The Jitters: Interviews**

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# Settings

- **One on One**
- **Group**
- **Phone**
- **Video Conference**

# Preparation

- **Transportation Set Up**
- **Resume (and maybe Schedule A)**
- **Make sure to look over job description.**
- **Appearance**
- **Confirm with interviewer the day before.**

# **Virtual Interview Preparation**

- Make sure lighting is centered.**
- Check microphone and webcam.**
- Practice speaking into the camera.**
- Pick a quiet, distraction free place.**

# **Technology Etiquette during COVID-19**

- **Become familiar with the platform ahead of time (MS Teams, Zoom, etc).**
- **Set “Do Not Disturb” sign on your platform.**
- **Don’t stare at your square too much.**
- **Be in professional dress entirely, not just from the top up**

# **Introductions**

- **Professional Dress**
- **Knock on the Door**
- **Firm Handshake**
- **Eye Contact**

# Questions

- **Tell me a little bit about yourself**
- **How did you hear about the position?**
- **Why are you interested in this position?**
- **How had your education and experience prepared you for this position**

# Questions

- **What are your strengths and weaknesses?**
- **Where would you like to be in your career five years from now?**
- **What is your greatest professional achievement?**
- **Tell me about a time you failed**



# Questions

- **Tell me about a conflict you have faced and how you dealt with it.**
- **Why is there a gap in your employment?**
- **Why were you fired?**
- **What is your disability?**
- **Do you have any questions for me?**

# **Questions to Ask Interviewer**

- **What will my day to day responsibilities be like?**
- **What are your expectations of me?**
- **How would you describe someone that succeeds in this role?**
- **What is your favorite part of your position?**
- **What is the most important thing I can accomplish in the first ninety days?**

# Questions Not To Ask

- **Tell me about your company.**
- **When do I get time off?**
- **Did I get the job?**
- **Questions that approach multiple topics at once**
- **Too much personal information about the interviewer**

# **End of Interview**

- **When can I follow up?**
- **Thank the interviewers for their time.**
- **Ask interviewers for their business cards.**
- **Immediately jot down any notes and email the interviewers thank you notes as soon as you get home.**
- **Mail in a handwritten note (or typed note if not able to handwrite well because of a disability).**

# **Conclusion**

- **The resume is what gets you an interview. The interview is what gets you the job.**

**Questions?**

# Contact Information

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# Works Cited

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