

Phone/ Virtual Interviews

Reasonable Accommodations Available Upon Request

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Arapahoe/Douglas
WORKS!
Workforce Center 
A proud partner of the **americanjobcenter** network

Thank you for choosing to
attend our
Phone/Virtual Interviews
workshop brought to you by
the Arapahoe/Douglas
Works! Facilitation team.

We facilitate all our workshops as if they are in a live classroom setting. Please be respectful and mindful of your camera if your video is on.

Objectives

Learn how to...

Prepare for a phone interview

Communicate successfully

Handle tough questions

Ask strong questions

Gear up for a virtual interview

Getting prepared

Have information about the job ready

Dress for success

Find a quiet place

Reserve a room at the library

No barking dogs, kids crying, or toilets flushing

Don't interview from your couch

Environment

Free yourself from distractions

Find a quiet, well lit room

Open book test

Have relevant materials in front of you

Job posting, resume, cover letter, research

Be on a reliable connection

Once the call starts

Be ready to talk about every job transition

HR Screeners will want you to walk them through your resume

Have a copy of the **SAME** resume you sent them

This is just a check list for them, don't over think it

Job transitions

Be confident in your reasons for leaving previous positions

“I was recruited for another position”

“I left for greater responsibilities”

“I was a part of a larger company restructure”

Provide details

Be able to explain every bullet from your resume

Have a brief, less than 60 seconds, story to help explain bullets

Too much detail, you could lose them

They want to see if you know your stuff

Things not said

Interviewers are trained to understand tone and hidden meanings

Speak with confidence and convey that you trust your abilities

Keep an even tone and show your personality

Red flags

The thing that you are afraid to talk about will most likely come up

Be ready to address issues like age, employment gaps, and job hopping

Control the perspective and stay factual

Practice what you want to say, more importantly, how you want to say it

Common Questions

Tell me about yourself

What is your biggest strength/ weakness?

Salary Expectations

5 year plan or goals

Practice your responses to ensure 60
seconds

Do your homework

Do you have any questions for us?

Ask them questions that prove that you did some research on the company

Don't use this time to ask about start dates / salary / benefits

Shows enthusiasm and proves that you want to work for them

Video Interviews

Setting up the environment

Lighting

Sound

Staging

Technical Aspects

Lighting

The light source should be in front of you, light your face with minimal shadow

Test the room lighting with your camera (at the same time of day as your interview/call)

Make sure any makeup “reads” well on screen. Go for neutral tones.

Sound

Test your microphone in advance of the call, you don't want issues with being heard.

Minimize background noise

Close the door/window, turn off the TV or music, mute your cellphone

Minimize echo

This may need soft items, fabrics, blankets, pillows, etc. to deaden sound

Place these out of the camera view

Use a headset when possible

Staging

Face the camera away from windows – that will also help with lighting

Camera should be placed even with your face –
Eye Level

Make sure your background is tidy, and not too busy

Look for reflective surfaces and remove mirrors

Make sure your full (preferred) name appears in the conference application.

Technical Aspects

If you're using a smartphone or tablet, put it in one spot and don't touch it

Make sure your face is centered on the screen, or slightly higher than center

Test your camera with a friend to find the focus spot on your screen

This is the point that makes you appear to be looking directly at the camera.

High speed internet is a must, turn off other technology while doing the interview

Review

- ✓ Prepare for a phone interview
- ✓ Communicate successfully
 - ✓ Handle tough questions
 - ✓ Ask strong questions
- ✓ Best practices for virtual interviews

Thank you for attending our workshop today.

We'd appreciate your feedback. Please click on the link below to access our workshop evaluation.

We especially enjoy your personal comments.

Workshop Evaluation, link

<https://fs8.formsite.com/adworks/Evaluations/index.html>

PowerPoint and Handout, link

<https://www.adworks.org/index.php/job-seekers/online-powerpoint-workshops/>

To reach a Career Services Advisor, link

<https://www.adworks.org/job-seekers/>