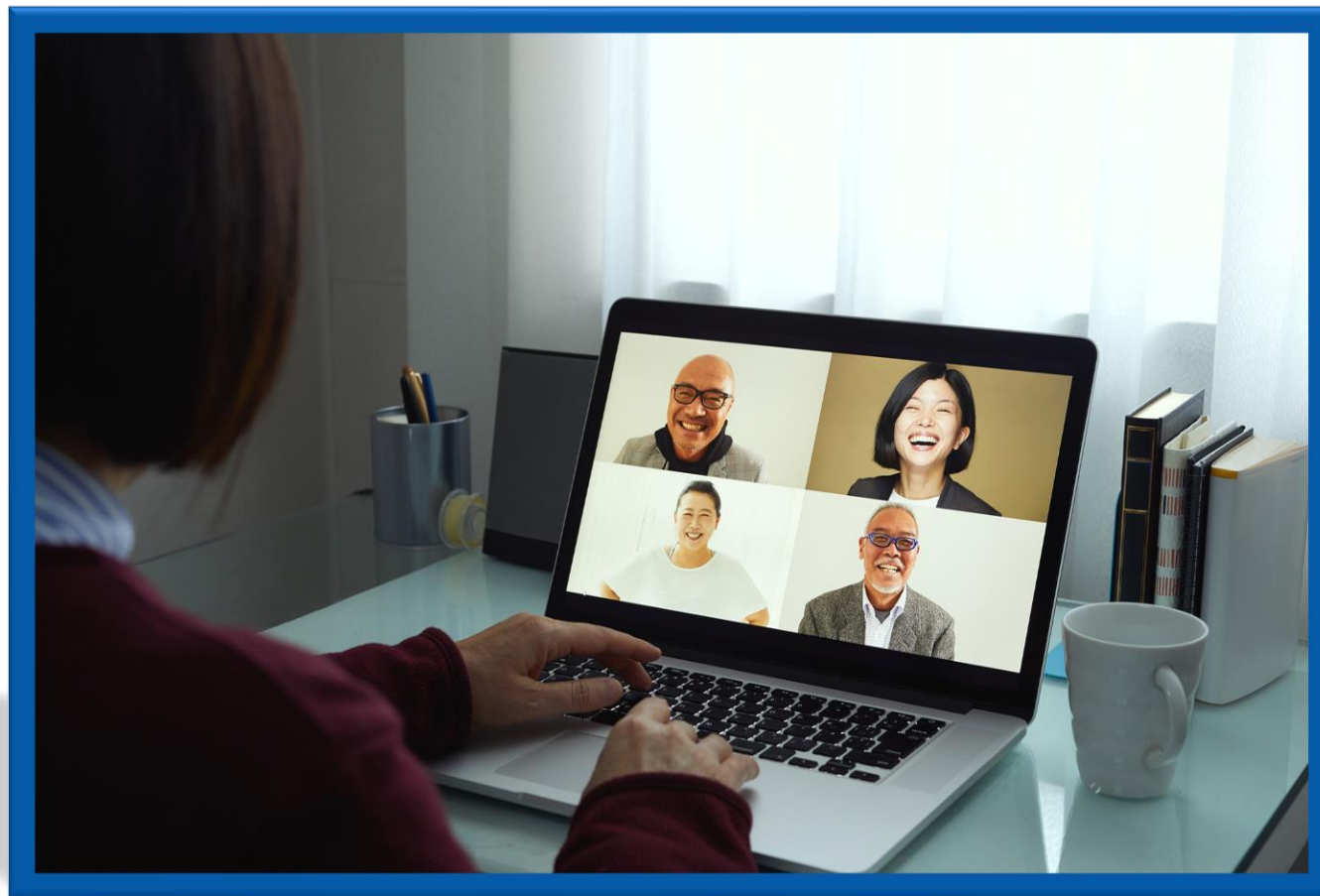


Phone / Virtual Interviews



Arapahoe/Douglas Works!
Workforce Center
www.adworks.org
303.636.1160

X @adworks303

in Arapahoe/Douglas Works!

Arapahoe/Douglas Works! is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.



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. For virtual workshops please be respectful and mindful of your camera if your video is on.

“To ensure compliance with current A/D Works! And Arapahoe County IT policies for virtual platform use and information storage, attendees are asked **not to use** AI tools to capture notes during any of our workshops currently.”

Objectives



Learn how to...

- Prepare for a phone interview.
- Communicate successfully.
- Handle tough questions.
- Ask strong questions.
- Gear up for a virtual interview.

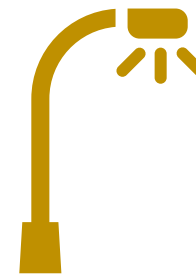
Getting Prepared

- 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 WiFi 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

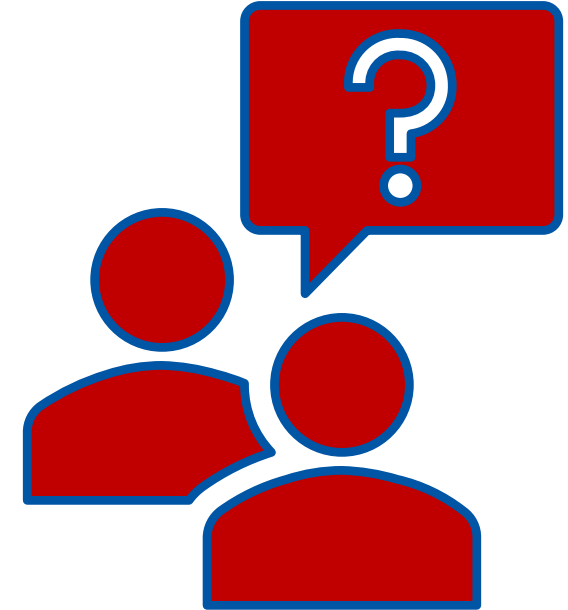
Red flags



- 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

- Opening Question:
 - ✓ *“Tell me about yourself.”*
- Know Yourself:
 - ✓ *“What is your biggest strength/ weakness?”*
- Salary Expectations:
 - ✓ *“What would be your expected salary range?”*
- 5-year plan or goals:
 - ✓ *“Where do you see yourself in 5 years?”*



Practice your responses. Keep it to *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**

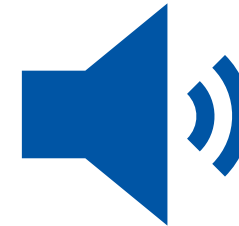
Lighting



- 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.
- Use a headset when possible.
- Minimize echo.
- This may need soft items, fabrics, blankets, pillows, etc. to deaden sound.
- Place these out of the camera view.



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://fs8.formsite.com/adworks/form52/index.html>