

Tips for Phone Virtual Interviews

Prepare for a virtual interview as if it were face-to-face!

Dress to Impress!

- ✓ Dress the part in spite of being virtual! You don't need to put on a suit, but no pajamas! You will feel better, and your voice will reflect your mood.

Test Your Tech!

- ✓ Be sure your device is fully charged, and you have maximum reception.

Set-up Your Shot!

- ✓ Identify where you will take the call; choose a quiet place; do not walk around; minimize distractions (roommates, animals, etc.).
- ✓ Check your camera angle, lighting, and audio.
- ✓ Check your surroundings and ensure your background is neutral (no inappropriate or offensive material).
- ✓ Be honest and alert the hiring manager if there is a major distraction, illness, or unavoidable interruption.

Be Prepared!

- ✓ Confirm the time/date of your interview at least one day in advance.
- ✓ Review the confirmation to ensure you have the proper time and time zone on your calendar.
- ✓ Log-in at least 10 minutes prior to the start of the interview.
- ✓ Have your resume in front of you along with the notes and responses you prepared for the interview.
- ✓ Make sure your notes are organized in a manner that you are not shuffling papers. You do not want to distract the interviewer.
- ✓ Have pen and paper available to take notes.
- ✓ Identify questions in advance you want to ask the interviewer.

During the Interview!

- ✓ Refrain from chewing gum or eating. It is okay to have a glass of water handy; however, do not slurp/gulp.
- ✓ Listen and respond, don't try to dominate.
- ✓ Communicate with thought - be concise and enunciate. Focus on key points of your experience and projects.
- ✓ Be ready for a few opening questions (examples below):
 - ❖ *How are you today?* - Set the tone – interviewers are listening to your response, but also your tone/expressiveness gives them insight into you.
 - ❖ *Tell me about yourself.* - This is not your life story – think about sharing why you decided to pursue your major, why you want to work for Lockheed Martin, why you are involved in one of our extracurricular organizations or project teams.
 - ❖ *I see you are a student at X, studying Y, tell me why you are interested in this opportunity at Lockheed Martin?* – Be sure to research the company to understand how your skills and career aspirations are a fit.

Last, But Not Least!

- ✓ Thank the interviewer in closing and ask about next steps or follow up, if not shared.

BEHAVIORAL-BASED INTERVIEW TIPS (STAR METHOD)

Behavioral style questions: STAR – write out your answers to help with recall during the interview. Here is a link to information: “How to Use the STAR Method to Ace Your Job Interview” www.themuse.com/advice/star-interview-method. Think of specific examples you can share to answer the questions below. This practice will train your brain for the types of questions you will be asked during an interview. Also keep in mind all your examples should not come from the same experience.

Decision & Problem Solving: *Give me an example of a time you had to decide when you did not have all the resources you needed?*

Leadership: *Give me an example of a time when you had to convince others to follow your plan when they had other ideas?*

Teamwork: *Give me an example of a time when you were working with others on a team project and one of your team members did not meet their commitment – what did you do?*

Technical Skills: *When asked about technical skills provide examples from school or work, when you learned and used the skill. It is not expected for you to be an expert but to assess your level of knowledge or development needs. If you are asked to solve a problem, work through it to the best of your ability. Have they given you all the information you need? Communicate what you are thinking.*