



COVID-19 SUPPLEMENTAL

Interview to Land

INTERVIEW TO LAND

In addition to all the tips in the course, here are some things to think about. The pandemic has driven more and more employers to embrace the virtual interview and hiring process. For some employees it may be many months before they meet their manager and colleagues face to face. The following are some pandemic related considerations when it comes to the interview process whether it's virtual or face-to-face.

Face-to-Face Interviews:

For some professions such as essential services, face to face interviews may still take place. Here are some things to think about:

1. **Call ahead to understand COVID 19 protocols:** Call the HR team in advance to ensure you understand the protocols in place. These may require you to wear a mask in the interview or turn up 30-60 minutes ahead of time to allow for screening to take place. Ask if you should reschedule if you are not feeling well on the day in question.
2. **Take a mask and hand sanitizer with you:** Be prepared with these items.
3. **Replace the handshake with a nod of the head:** Handshakes are not taking place right now, so when greeting the interviewer, smile (even if you are wearing a mask they will see it in your eyes) and nod your head slightly as you introduce yourself and greet them. You can say "I know we can't shake hands right now but it's great to meet you (insert name)".

Virtual Interviews:

Virtual interviews were on the increase prior to the pandemic but the rate of adoption by employers has accelerated in recent months.

1. Be prepared for more interviews than previously if they are not meeting you in person.
2. The virtual interview could be live or a pre-recorded link sent to you as described in our course.

Questions they may ask you:

1. Do you have a dedicated space at home for working remotely?
 - a. With this question, the employer wants to know that you have a plan in place for working remotely. You can ask them if they provide any equipment such as a laptop etc. if needed to do your job.
2. How will you ensure work life balance when working from home?
 - a. Employers want to know that their employees will not burn out if they find it difficult to separate the work day from home life. Tell them your plan so that you can show them how you will be most productive during the day.
3. Have you used Zoom, Teams, Google Hangouts etc.?
 - a. Try to become familiar with the popular virtual tools ahead of the interview. If they mention a tool with which you are not familiar, share that you have been learning a variety of tools and are confident you'd pick theirs up with ease.

4. Have STAR stories ready around the skills employers are very interested in right now in addition to your regular STARs. (See page 2 above for the additional skills and think of examples you can use from previous work experience, volunteering, navigating college assignments during lockdown, how you've dealt with tech issues and remote working challenges etc.).
5. How have you used your time during COVID?
 - a. Now is a good time to share information about skills you have learned, hobbies you've taken up or volunteering you have done – see volunteer.ca for in-person and remote volunteer opportunities.
6. Are you willing to work in the office post pandemic?
 - a. Many employers will want to know that you are willing to transition back to in-person working post pandemic. If you want to work remotely on a permanent basis try to seek out employers that have this option (many have already announced this, so do your research).

Questions you may want to ask them:

1. How has the pandemic affected your operations?
2. What safety equipment is provided?
3. How will training proceed and what tools are provided if I have to work from home?

Other factors to consider:

- Employers and HR teams have a lot on their plates right now so try to be patient if processes take a little longer than usual. Don't interpret silence as a rejection; it may just take them a few more days than expected.
- Be flexible in your search and expand the range of jobs and industries you are targeting. Many sectors have been hard hit by the pandemic. Consider where you can take your skills and apply them to other sectors e.g., a customer service person in the travel industry could apply those customer service skills to many other industries.
- Keep looking. The situation is very fluid and could change tomorrow, next week or next month. Don't assume employers are not hiring; many organizations have urgent hiring needs and are active in the job market.