

# Promote Yourself

- Show Enthusiasm
- When possible talk about your Strengths
- Do not assume that Interviewers read your resume/CV
- Mind your Manners
- Be polite
- Do not talk negative about your previous company, job, ...
- Be prepared to Admit your Weaknesses

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# Video or Phone Interview

- Schedule the interview for when you can give 100 percent attention
- Take the call in a quiet place with good reception/wifi.
- Be prepared with lists of points you want to make, your skills and accomplishments with specific examples, and questions to ask.
- Keep a copy of your resume and the position description nearby
- Have your calendar available in case you need to set up another interview.
- Check your webcam, microphone and speakers/headphones.

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## Video or Phone Interview

- Listen actively and avoid interrupting the interviewer; ask for clarification if you need it, and think out your responses before answering.
- Speak clearly and slowly enough so that the interviewer can understand you without difficulty.
- Show enthusiasm in your voice to give an impression that you are excited about the position and appreciate being considered.
- Make sure your face is lighted not your back.

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## Phone Interview

- Stand up during your phone interview; this will help with your energy.
- Show enthusiasm for the position—be sure to smile—it will come through in your voice.
- Avoid saying “uh,” “um,” “er,” or “you know.” These fillers are more noticeable on the phone.
- Dress in business casual attire to help put you in an interview mindset.
- Have the company website open on your computer to reference.

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# Video Interview

- Look directly at the camera, not the screen, to maintain eye contact with the interviewer.
- Dress from head to toe as though you were having an in-person interview.
- Pick a place with a neutral, uncluttered background.
- Run through a practice video interview with a friend to get used to the technology.
- Pay attention to your body language – maintain good posture and relax your shoulders.

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# The Questions Asked

- Do not have any preconceived notion
- Know you basics
- Reading habit helps

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## Summary

- Resume/ Curriculum Vita (CV)
- Interview
- Preparing for an Interview
- Tips for a Good Interview