

Step 1	Make sure you know with whom your interview is, the appropriate link, and the exact time.
Step 2	Read the Job Description very carefully. Be prepared to align your skills with the job description.
Step 3	Send a brief email to your interviewer 2 days before the interview applying for the position. Make sure to attach your CV in PDF format + CC your Soft Skills Instructor (jane@sefactory.io). Keep the same e-mail thread for all e-mail exchanges (by replying to the same email during the coordination with the HR)
Step 4	Once you receive an interview invite from your HR, send them a confirmation email
Step 5	Open your meeting link before 5 minutes. If the recruiter still hasn't finished, wait for your turn and mute your mic. If you face a problem, follow up with your interviewer.
Step 6	Make your best out of the time during the interview. Cams are on (even if the interviewer doesn't have his/hers on)
Step 7	At the end of the interview, thank the interviewer for his/her time.
Step 8	Within 24 hours, send an email to your interviewer thanking him/her (Make it customized) + CC your Soft Skills instructor

Criteria 1	Professional	<i>(courteous, polite, punctual, dressed appropriately)</i>
Criteria 2	Competent	<i>(markets skills; aligns know-how with job requirements; uses examples and evidence; "seals the deal")</i>
Criteria 3	Self-Pomoter	<i>(sense of initiative, self-confident, "go-getter")</i>
Criteria 4	Attitude	<i>(humility, willing to Lea El Hachemrn / lifelong Lea El Hachemrner, team player, self-aware, accepts feedback)</i>
Criteria 5	Technology	<i>(technology tested in advance and working properly, upper body framed / not cut off, background appropriate)</i>
Criteria 6	Interpersonal Skills	<i>(friendly, smiling, interactive, agreeable)</i>
Criteria 7	Non-Verbal Communication/Delivery	<i>(comfortable body language, not fidgety, no distracting mannerisms, makes eye contact)</i>
Criteria 8	Critical Listener	<i>(understands purpose of questions, asks for clarity if necessary, not distracted, focused on big picture)</i>
Criteria 9	English Proficiency ORAL	<i>(Beginner, Intermediate, Advanced, Fluent)</i>
Criteria 10	English Proficiency WRITTEN/EMAIL ETIQUETTE	<i>(Beginner, Intermediate, Advanced, Fluent)</i>

N.B. 1	Issues with link	If you're having trouble accessing the link, contact your interviewer directly via email (CC Soft Skills instructor)
N.B. 2	Missed meeting	If you don't show up to your interview, you lose your spot and you miss the opportunity to have that interview
N.B. 3	Tools needed	Make sure Google Meet accessible on your laptop; test software in advance
N.B. 4	E-mail thread	Observe e-mail etiquette; keep all correspondence, from the moment you apply until a final decision is made, in the same Gmail thread + CC Soft Skills Instructor