

VIRTUAL INTERVIEW

PREP

Check that your technology is ready to go!

Run a quick test on the device you will be conducting the interview with. Make sure you have a good connection to the internet and that you have a working camera and microphone. Make sure your device is fully charged or you have a power cord easily accessible. Lastly, make sure that you are comfortable with using the interviewing platform that is required (Microsoft Teams, etc).

Decide on where you will sit for your interview and Be Present!

Try and find a clean space with minimal distractions. The area you choose should be well lit and have as little visual distractions behind you as possible to make YOU the focal point of the interview! Although the interview is not in person – the camera will still allow you to connect with the interviewers so make sure you try to keep the camera at eye level, sit up straight, and smile!

Prepare like you would for any other interview!

A virtual interview is just like a typical in person interview – so make sure you are prepared to answer questions and do your research! Practicing your examples ahead of time can help! Also make sure that you have prepared questions for the interviewing team.

Dress for the occasion!

Again – this is still an interview! Make sure to dress appropriately for the situation. First impressions are important – so to put your best foot forward, business casual is a great option for interviews unless directed otherwise by the recruiting team.

Be YOU!

At Caterpillar, we value integrity. Be honest and genuine in your interview. The interviewer's key task is to find the right person for the Company – being yourself during the process will help them make the right decision for everyone!

EXTRA TIPS

If things go wrong... Don't panic...

- With technology, there's always a chance that things could go wrong. Here are some backup plans to have ready just in case.
- If your video or audio stops working – Try to reconnect the network or have another internet connection for backup. Also - try and connect with your contact for the interview with another method to ensure they are aware of your connection issues.
- If noise interrupts the conversation - If noises (sirens, construction, etc.) interrupt your interview, apologize for the interruption and ask for a few moments until the noise has subsided.
- If someone enters the room unexpectedly - If family members, housemates or pets enter the room while you're interviewing, ask for a few moments, mute your microphone, and then step away to deal with the interruption.

Extras things to consider having on hand...

- Pen & Paper
- Headset/headphones with a mic
- Bottle of water
- Power cord for electronic device
- Copy of your resume
- Copy of job description