CDAE presents:

PHONE/VIDEO INTERVIEW PREP

Use these steps to prepare for your upcoming interview

WHERE TO BEGIN?

What tools do I need?

- A quiet space.
- Fully charged device.
- All necessary documents.
- Free yourself of all distractions.

For video interviews:

-Make sure your laptop is plugged in with good wifi connection.

-Have a clean area around you and your best interview outfit.

- What time your interview is (be sure you're following the correct time zone, where applicable).
- Who you're speaking with & what their role is within the company.
- What number they will be calling you from, and any other contact information needed. This includes email or the companies main line in case your call drops.

ITS IN THE DETAILS.

Double check that these things are correct.

RESEARCH & NOTES

USE YOUR NOTES & CREATE A CHEAT SHEET.

- Refamiliarize yourself with the company, and the company details, this may give you an idea of possible questions.
- Make a cheat sheet with this information. Have your resume out.
- The great thing about a phone interview is that you have all the answers you need right in front of you. No need to worry about freezing up!

Helpful tip: If you're worried about struggling with a response. Write out what you would want to say in advance so you can practice

- Start off on the right foot, be on time, answer promptly, and nail your introduction
- Begin with small talk. Ask how they are doing, start the conversation naturally you dont have to jump right in.
- Don't forget your manners, if the interviewer is "laid back" thats great, you should remain professional.
- Talk slowly, make sure you're clear and direct. Don't be afraid to ask the interviewer to repeat themselves if needed.

WHAT DO I SAY?

PRACTICE MAKES PERFECT!

WE ARE HERE TO HELP!

STAY UP TO DATE ON OUR SOCIAL MEDIA FOR MORE INFO!

We understand that preparing for a phone or video interview can be nerve wracking. The Career Development & Alumni Engagement team has prepared virtual tools to help you prepare!