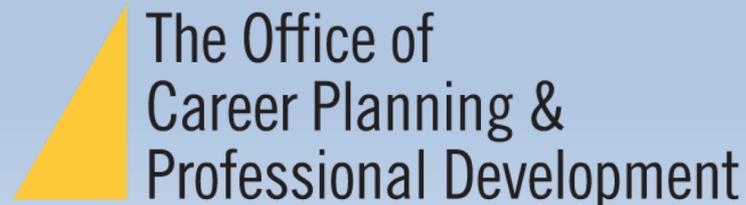


# How to Ace the Job Interview from Home

Office of Career Planning & Professional Development

[careerplan@gc.cuny.edu](mailto:careerplan@gc.cuny.edu)

The Graduate Center, room 3300.08



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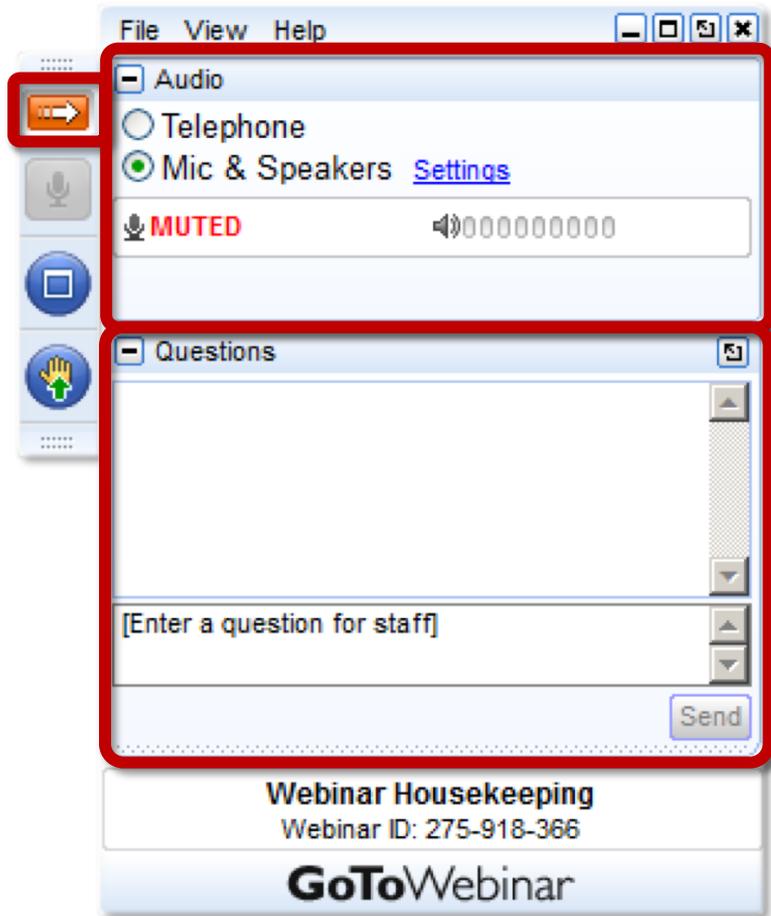
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# Audio and Questions



## Your Participation

Open and close your control panel

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Submit questions and comments via the Questions panel

**Note:** Today's presentation is being recorded and will be provided within 48 hours along with slides, handouts, and resources.

# Recording!

- This presentation is being recorded
- We will send the recording, the presentation slides, handouts, and resources to everyone this afternoon
- The recording will be available for listening on our website



# About the Office of Career Planning and Professional Development (OCP&PD)

We serve all students and alumni who are current students or have graduated from the CUNY Graduate Center; our services include:

- **One-on-one career advising sessions** (typically 50 minutes) focused on job search, career concerns, and career self-assessment
- **Workshops and webinars** highlighting career development and job search basics (e.g., writing a CV or resume, the nuts and bolts of the academic job search)
- **Career events** featuring alumni and others from various industries, such as big data, government, and community colleges, to name a few
- **Website** with information and blog posts on a variety of career-related topics, including faculty and non-academic job search advice, information on specific career fields, etc.

# OCP&PD Career Resources

## Recorded Webinars



A library of approximately 16 previous webinars available for listening – *examples include:*

- Preparing for the Academic Job Market
- How to Network and Build Your Connections
- Mastering the Job Interview

## Alumni Aloud Podcast

Interviews with alumni in various fields who share their career journeys and tips for the job search – *examples include:*

- Art History at MoMA
- Economics and Sociology at IBM
- Biology at U.S. Fish and Wildlife

Find at: <https://careerplan.commons.gc.cuny.edu/services>



# OCP&PD Career Resources

## Versatile PhD

A popular online resource for students/graduates thinking about careers outside of academia – *includes:*

- PhD Career Finder
- Community Panel Discussions
- Membership Directory
- Job Listings



## Vault Career Guides

An online resource featuring downloadable career guides on a variety of industries from investment banking to library careers



Find at: <https://careerplan.commonsgc.cuny.edu/tools>

# OCP&PD Email Lists

## Sign Up for Our Email Lists!

Get news about jobs, funding opportunities, upcoming events, and more directly from the GC Office of Career Planning and Professional Development

Email Lists

- Cluster: Humanities
- Cluster: Master's Students
- Cluster: Social Sciences
- Cluster: STEM
- Events
- Immediate Internships
- Immediate Job Openings

By submitting this form, you are consenting to receive marketing emails from: GC CP&PD, 365 Fifth Avenue, Suite 3300, New York, NY, 10016 United States, <http://careerplan.commons.gc.cuny.edu/>. You can revoke your consent to receive emails at any time by using the [SafeUnsubscribe@link](mailto:SafeUnsubscribe@link), found at the bottom of every email. [Emails are serviced by Constant Contact.](#)

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# Webinar Agenda

- A note about current circumstances
- Interviewing overview
- Phone interview
- Webcam interview
- Video interview



# Interview Overview

## Interviewing is a Two-Way Street:

- ***For The Employer – an opportunity for them to:***
  - Assess your fit with the organization
  - Get a sense of your personality
  - Determine if you have the right skills and experience
- ***For You – a chance for you to:***
  - Explain and sell your unique strengths and characteristics
  - Show your interpersonal and communication skills
  - Learn more about the organization, department, and job
  - Get a sense of your supervisor’s personality and the culture
  - Assess whether you think this would be the right fit for you



# Employer's Perspective

In an interview, employers are assessing four main areas:

- ***Job Ability***

- Do you have the necessary knowledge, training, skills, and experience?
- Do you have the personal qualities and attitudes to do the job well?

- ***Growth Potential***

- If you do not have the required skills and experience, is there growth potential?

- ***Enthusiasm***

- Do you seem interested and enthusiastic about the position?

- ***Personality and Characteristics***

- Would your personality fit with company and department culture?
- Could you work well with the potential supervisor and team?

# Different Types of Interviews

- In-person
- Phone interview
- Webcam interview
- Video interview





# Basic Prep for All Interviews

- Know yourself – what are your key strengths, skills, and experience that you offer?
- Be prepared to speak about everything on your resume
- Make a list of common interview questions and write out your responses
- Research the organization and general industry; keep up on the latest news
- Study the job description so you can connect your experiences to the position
- Reflect on your experience and identify at least three scenarios that you can use; these experiences should *demonstrate* the skills and qualities that the employer is looking for
- Prepare questions you can ask at the end of the interview
- Practicing is the key – record your responses, practice with a friend, practice with our office

# Types of Interview Questions

- Tell me about yourself.
- Why are you interested in our organization and this position?
- What makes you unique? How are you the best person for this position?
- What is one of your strengths and weaknesses?
- Where do you see yourself in 5 years? 10 years?
- Tell me about a time you were in a leadership position. What went well and what was challenging?



# More Info on Interviews

- ***Mastering the Job Interview (for Non-Academic Jobs)***
  - <https://careerplan.commons.gc.cuny.edu/services/webinars>



# Phone Interview - Prep

- First round of screening
- Determine who will call
- Expect general interview questions
- Prepare brief answers
- Prepare questions to ask



# During Phone Interview

- Choose a quiet location
- Use a land line
- Be ready at least 15 minutes prior
- Dress professionally
- Notes in front of you
- Pay attention to the sound and tone of voice
- Smile now and then
- Include verbal encouragers
- Focus on listening
- Try not to fill silence



# Webcam Interview - Prep

- Zoom, Skype, WebEx, GoToMeeting
- Also first round of interview screening
- Make sure have all information and links
- Test equipment (audio and visual) and platform
- Consider background and lighting
- Check eye level with camera
- Prepare brief answers
- Prepare questions to ask



# During Webcam Interview

- Dress professionally
- Minimize view of self
- Turn off notifications
- Make eye contact with camera
- Smile and watch tone of voice
- Assume an open and confident posture
- Keep notes out of view of camera



# Video Interview

- Interview with a computer
- Artificial Intelligence Interviewing Platform
- Examples:
  - Hire Vue
  - Interview Stream
  - Spark Hire



# How It Works

- Install app
- Practice question and answer
- 30 seconds before recording begins
- 3-5 minutes to record response
- Countdown clock
- Some written responses
- Some multiple choice questions



# Why Companies Use It

- Time saver
- Watch interviews anytime
- Rewind and replay answers
- Interview more candidates
- Share videos with colleagues
- Ask standardized questions
- May even have system analyze interviews



# Video Interview – Prep

## *Similar preparation to the Webcam interview:*

- Test equipment (audio and visual) and platform
- Consider background and lighting
- Check the position of camera
- Make sure browser and adobe flash player are up-to-date
- Prepare 3 minute (or less) responses & include keywords
- Practice recording
- Prepare questions to ask



# During Video Interview

- Dress professionally
- Turn off your notifications
- Read the instructions and do the practice question
- Rerecord if necessary (and have option)
- Talking speed
- Smile
- Eye contact
- Tone
- Posture



# Follow-up After Interview

- Always send a thank-you note within 24 hours
- Thank the interviewer and reiterate the main points
- Make reference to the conversation
- Mention something you may have forgotten
- Write a thank-you note to each person you interviewed with



# Remaining Questions?

