Heads Up! Durham
Employment Support
How to Get Organized for a Job Interview
(Virtual)

Interview Date: _____

Interview Time: _____

Interview Connection Details: _____

Interviewer's Name: _____

Contact Phone #/email: _____

Things to Note in Calendar:

- ☐ **Interview** date, time.
- ☐ How to connect with interview platform.
- ☐ Contact name/phone#.
- ☐ Date to send a **thank you email** (within 24 hours of the interview).

Things to Research/Prepare:

Review the resource list on the *Heads Up!* Durham website for tips for a virtual interview (http://www.headsupdurham.ca/employment-resources.html)

- ☐ Learn about the organization: **operation, values and goals.**
- ☐ How the position fits your skills and is a **good match.**
- ☐ Confirm **who** is attending, along with their **roles.**
- ☐ Write down **questions you'd like to ask** the employer.
  For example: What's the culture of your organization? What does a typical week look like? What do you enjoy most about working there?

Things to Prepare/Practise:

- ☐ Practise answering **common interview questions** (you can Google these)**.**
- ☐ Ask your friends/family to participate in a **mock interview.**
- ☐ Plan what you are going to wear. Look professional!
- ☐ Perform **a test run** of online software:

  - ☐ Confirm the **software** being used and ensure you are comfortable with it.
  - ☐ Test your **video and audio.**

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- ☐ **Practise** with a friend (using Zoom for example); record the session and review.
- ☐ Plan to address any **technical difficulties.** Who do you call?

- ☐ Ensure your **screen/profile name** is professional.
- ☐ Write out **answers to expected questions** and mount them around your screen on sticky notes so you can refer to them without looking down.

- ☐ **Pick the perfect spot:**
  - ☐ Avoid overhead lights. Natural light from a window is ideal.
  - ☐ Avoid sitting on your bed.
  - ☐ Ensure a comfortable, quiet space without interruption from people, pets, etc.
  - ☐ Consider using a virtual background if the room is not visually appealing.
  - ☐ Place your camera so you are in the middle of the screen. Look at the camera when you talk.

Equipment on Interview Day:

- ☐ **Computer**:
  - ☐ **Use** your desktop PC or laptop. **Don't use** your phone.
  - ☐ Close down other programs.
  - ☐ Ensure both your video and audio are turned on.
- ☐ Ensure any **phones** are turned off and out of sight.

- ☐ Have the following **within reach:**
  - ☐ Water.
  - ☐ A copy of your resume.
  - ☐ Brief list of questions.
  - ☐ Pen and paper.

Relax! Breathe! Smile!!