

WE ARE YOUR DOL



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**Department
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VIRTUAL INTERVIEW WORKSHOP

MAIN OBJECTIVES



- Key points to keep in mind
- Purpose of an interview
- Preparing for an interview
- Interviewing and closing
- Post interview and follow-up
- Questions

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KEY POINTS TO REMEMBER WHEN INTERVIEWING

Illustrate who you are.

Nervous habits are normal.

Think positively

Remain **E**nthusiastic.

Remember to listen

Be **V**igilant in all you do.

Always **I**nclude accomplishments and accolades.

Remain upbeat and **E**nergized.

Set yourself apart and **W**in them over!



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PURPOSE OF AN INTERVIEW

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- Who are you? (Tell me about yourself)
- How are you going to be a great fit?
- What are your skill sets?



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WHY INTERVIEW?

- Where do you see yourself?
- What are strengths/weakness?
- Why do you want this position?
- When can you start?



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STEPS IN THE INTERVIEW PROCESS

INTERVIEWING IN 3 STEPS

- Interview Preparation
- Interview and Closing
- Post Interview



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INTERVIEW PREPARATION



- Mock Interview Practice
- All About InterviewStream...
- What's an Elevator Pitch?

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We only recommend using the latest version of Google Chrome or Firefox for conducting an interview or assignment.

Welcome, Susan

Welcome to InterviewStream! Here you will find valuable resources to assist you with your interviewing development. Before you get started, make sure to view our InterviewSuite that feature expert tips and advice on all things interviewing. Once ready, you can then conduct interviews and receive feedback from anyone with an email address.

Assignment/Self-Registration

Assignment codes, provided by your Counselor, register you for the Assignment it belongs to.

Messages

You have no messages.



CONDUCT AN INTERVIEW

Create a new interview.



WATCH MY INTERVIEW

You have no interviews.



MOBILE INTERVIEW



OVERVIEW



55
number of Assignments for
this company or institution



0 %
percentage of mobile versus
computer site usage



24
number of interviews in the
past 30 days

Messages

You have no messages.



55
number of Assignments for
this company or institution



0 %
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RESOURCES



InterviewSuite
URL



Find the Career You
Love - Interviewing
pdf (4.30 MB)



Self Evaluation Form
doc (4.40 KB)



User Guide
pdf (200 Bytes)



Umm Like Guide
pdf (75.1 KB)



Elevator Pitch Guide
pdf (4.00 KB)



Best Practices
pdf (unknown)

ELEVATOR PITCH EXAMPLE

- Highlight Areas of Expertise
- List Personal Strengths and Accomplishments
- Focus on your Work Ethic and Personal Traits
- Think about what attracted you to the Company

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RESEARCH THE ORGANIZATION



What to research:

- The primary purpose or mission
- Company goals and priorities
- Services or products they sell or produce
- Latest annual sales or revenue information

RESEARCH THE ORGANIZATION



What to research:

- Major competitors
- Work environment/structure
- Some employee bios
- Hot issues about the industry

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TYPES OF INTERVIEW QUESTIONS

INTERVIEW STYLES



- Structured Interview
- Unstructured Interview
- Behavioral Interview

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PREPARING YOUR ANSWERS

- Can you tell me about yourself?
- Why do you want to work here?
- What are your skills or qualifications?
- Can you list some of your strengths?
- What's your greatest weakness?



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BEHAVIORAL INTERVIEW

Show, don't tell.



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CHAT QUESTION

Can you think of a time when you were asked a question in an interview and did not know how to respond?

Type the question you were asked in the chat.

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BEHAVIORAL QUESTION EXAMPLE



“Tell me a time when you completed a team project and were given a strict deadline to complete the project. What was your reaction and the reaction of your colleagues?”

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BEHAVIORAL QUESTION RESPONSES

Situation

Task

Action

Result



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LET'S REVIEW SOME QUESTIONS YOU'VE BEEN ASKED

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TYPES OF INTERVIEWS

SCREENING AND PHONE INTERVIEW

- Used to narrow applicants
- Showcase your talents and skills
- Be prepared
- Expect some commonly asked questions

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VIDEO INTERVIEW



- Familiarize yourself with technology
- Prepare a quiet, neutral space with good lighting
- Ensure you have good, uninterrupted service
- Do your research on the interviews

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VIDEO INTERVIEW



- Have notes in front of you, including a resume
- Practice talking to the camera
- Always wear professional attire, head to toe

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IN-PERSON INTERVIEW

- Employers don't have this figured out either
- Mask etiquette
- Handshakes
- Maintain a socially safe distance
- Resume and references



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CLOSING THE INTERVIEW

CLOSING THE INTERVIEW

- Always engage and ask a question
- Summarize qualifications
- Tailor questions
- Prepare ahead of time
- State you would like the job



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WHAT TO ASK

About the industry:

- What do you consider to be this industry's biggest challenge now and in the future?
- Where do you see this company advancing in the next three to five years?

About the company:

- Why would someone want to come to work for this company? (Could be turned around to you – Why would you like to come to work for this company?)
- What is the best thing about working for this company?
- What are the strengths and weaknesses of this company / organization?

WHAT TO ASK

About the position:

- What would be the challenges I would face in the first three months in this job?
- How has this job been performed in the past? How would you like to see that change?
- What are next steps in the hiring process and when should I follow-up?

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POST INTERVIEW FOLLOW-UP

BREATHE, REFLECT AND RESPOND



WAIT, you are not finished!

- You got through the tough part, breathe
- Write and reflect on what went well and what didn't
- Send a follow-up thank you email

DON'T FORGET TO SAY THANK YOU!

- Follow-up with a thank you letter or email
- A thank you letter, or email should be brief
- Accentuate any information you may have left out
- Show your interest in the position



LETTER AND EMAIL OUTLINE

Date (from here, hit Enter 4 times)

Name

Title

Company

Address

Dear Mr. / Ms. Name: (from here, hit enter 2 times)

Thank you for taking the time to.....

After speaking with you, the thought of working for XYZ company.....

I am very enthusiastic about the possibility of.....

Sincerely,

Your Name

Contact Number

To: jane.smith@xyzinc.com

From: asmith@doesnotexist.com

Subject: Thank You

Dear Ms. Smith,

I would like to thank you for taking the time to interview me for.....

After our discussion I am even more enthusiastic about.....

Regards,

Your Name

Phone Contact

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SAMPLE THANK YOU LETTER TO THE INTERVIEWER

Dear Mr. Barnes:

Thank you for the opportunity to interview for the Office Manager position. As we discussed the required qualifications, duties and responsibilities, I am certain that I can be an asset to your company. While working for Any Product Management Company, I built a reputation as someone who could be trusted to complete assignments on time and with the highest quality, resulting in being honored with multiple employee recognition awards.

During my last five years of working for Any Product Management Company, I lead my team to deliver an average of 66 more units each year – an increase of 13%, or \$124,000, in annual profits. My ability to accomplish this has been a direct result of some of the things you highlighted as being important to your company: a passion for the work, attention to detail and the skill to motivate both staff and supervisors. Based on my past work experience, I feel confident that I can meet or exceed past successes for your company.

I look forward to a second interview where we can further discuss my qualifications.

Sincerely,

John A. Smith
John Smith

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TIPS AND TRICKS

MOST COMMON INTERVIEW MISTAKES

1. Not prepared?
2. Not answering a weakness question.
3. Not dressing for success, even during a virtual interview.
4. Forget to turn off your cellphone?
5. Arriving late to the interview.

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NONVERBAL COMMUNICATION TIPS

How much do we communicate through body language?



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VIRTUAL ETIQUETTE

- Check your surroundings
- Request a back-up option should something go wrong
- Test your technology
- Be yourself



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REDUCE INTERVIEW JITTERS



- Feel Good
- Stick to your Routine
- Prepare
- Practice
- Rest

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RECAP

1. Develop an Elevator Pitch and tailor to each interview
2. Practice responding to interview questions, keep in mind what sets you apart from other candidates
3. Be in the right space and place
4. Prepare by troubleshooting video and audio for virtual interviews before the interview
5. Ask questions during the interview, keep it interactive and engaging

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QUESTIONS?

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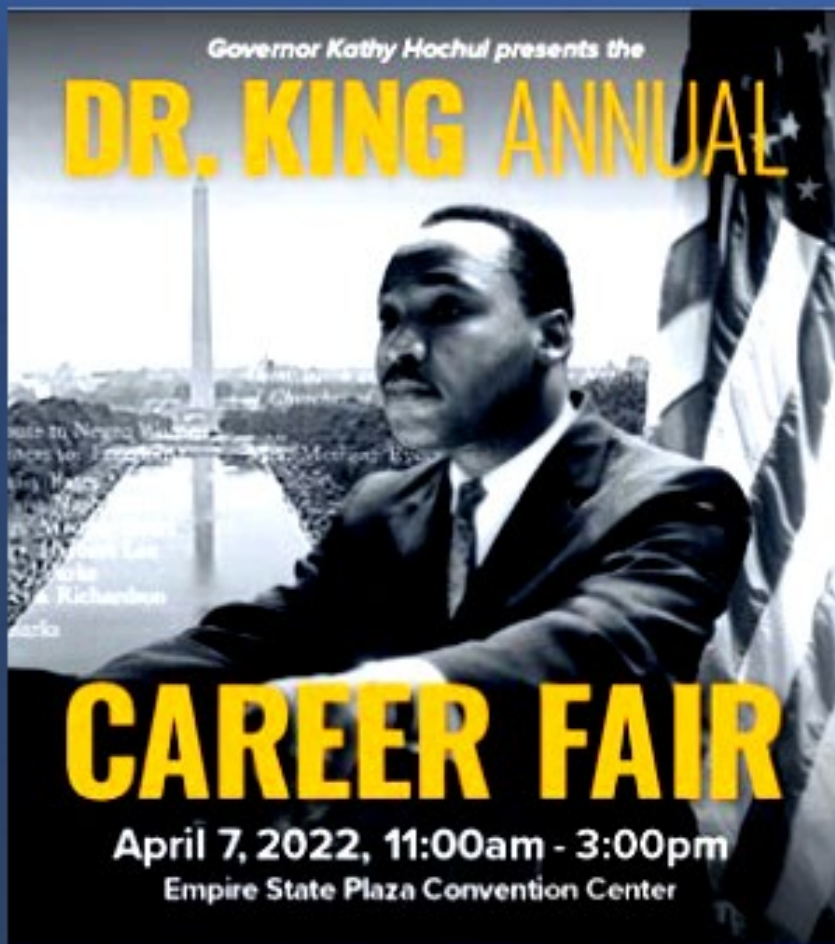
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THANK YOU AND BEST OF LUCK!

Governor Kathy Hochul presents the

DR. KING ANNUAL



CAREER FAIR

April 7, 2022, 11:00am - 3:00pm
Empire State Plaza Convention Center

For more information, please call the New York State Department of Labor.

1-888-4-NYS-DOL - www.labor.ny.gov

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The State of New York is an Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Virtual Workshops!

Take Advantage of our Virtual Workshops Before the Event:

- March 14 - Transferable Skills
- March 21 - Resume Development
- March 28 - Interviewing Techniques
- April 4 - What to Expect at the 2022

Dr. King Career Fair

All virtual workshops begin at 10:00 am.