

INTERVIEWING

FIRST IMPRESSIONS AND PLANNING AHEAD

BE PREPARED

Arrive or log in early; interviewers usually begin on time
Business professional attire is typically a safe choice
Test your technology before a phone or virtual interview

PHONE INTERVIEW

Often utilized for initial screening of candidates
Interviewers will notice how you speak and react
Utilizes less resources and allows for flexibility with time
Answer the phone call in a distraction-free setting

VIDEO INTERVIEW

Allows for a more interactive experience
Interviewers will notice your body language and reactions
Can be flexible while still effective
Ensure your physical space is appropriate

IN PERSON INTERVIEW

May be utilized following initial screening interview
Interviewers can assess fit with the team
Opportunity to build rapport and demonstrate soft skills
Allows interviewee to see the work environment

ONE MINUTE ME

Provide a brief summary of:
Who you are
Your work and educational experiences
Why you, why this position, why now
*Tip: Focus on what you can do for the organization

STAR STORY

Situation - What were the circumstances?
Tasks - What steps did you plan to take?
Actions - What steps did you take to solve the problem?
Results - How did it go? What did you learn?

CONTACT US WITH QUESTIONS

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