

# **Ace the Interview:**

# **Preparation and etiquette to land the job**



## Agenda

- + Types of job interviews
- + Before the interview
- + During the interview
- + Following the interview
- + Q&A

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[go.indeed.com/COVID19-resources](https://go.indeed.com/COVID19-resources)

# What to do if your job is affected by coronavirus

Today, many people's jobs may be affected by the spread of the novel coronavirus, COVID-19. At Indeed, our mission is to help people get jobs. We're compiling resources on how to work from home if you can, find work quickly when you need it and navigate a remote job search.

## Indeed Job Cast

Register for our free webinar on navigating the job search during COVID-19.



## Work From Home Guide

Get tips on staying productive and healthy while working from home.



## How to Find Remote Work Fast

Join the conversation about ways to quickly find remote job opportunities.



## Today's Panelists



**Taylor Meadows**

Evangelist, Employer Insights  
@ Indeed



**Nikki Statz**

Recruiter, Talent Attraction  
@ Indeed



**Brandy Cohn**

Program Lead, Job Seeker Experience  
@ Indeed

**This could be a turning point in your career...**

We help  
people  
get  
jobs.





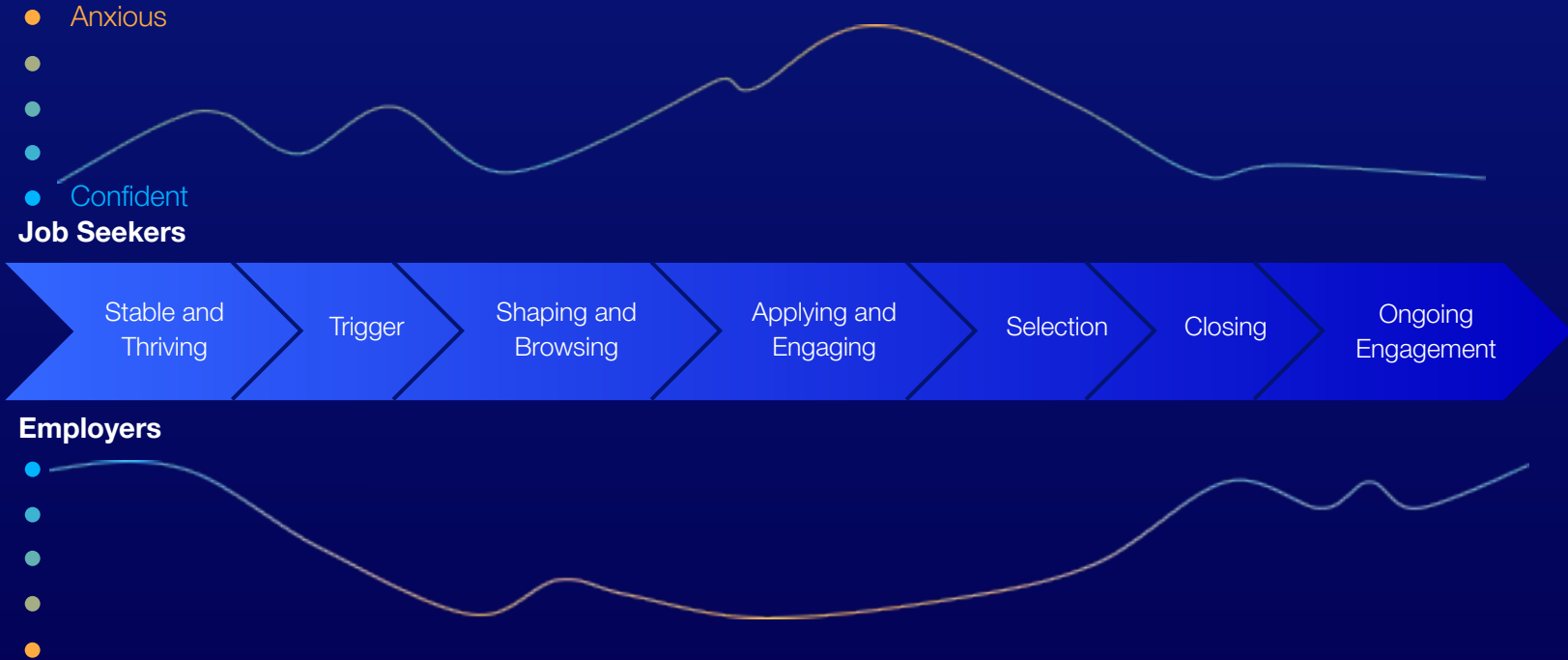


“

I work hard, I find solutions on my own and I'm determined to get the job done, but in an interview I stutter a lot and come off as nervous.”

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# Employers get nervous, too





# Types of job interviews

- + Screening interview
- + Behavioral interview
- + Competency-based interview
- + Case interview
- + Panel interview
- + Open interview (hiring event)





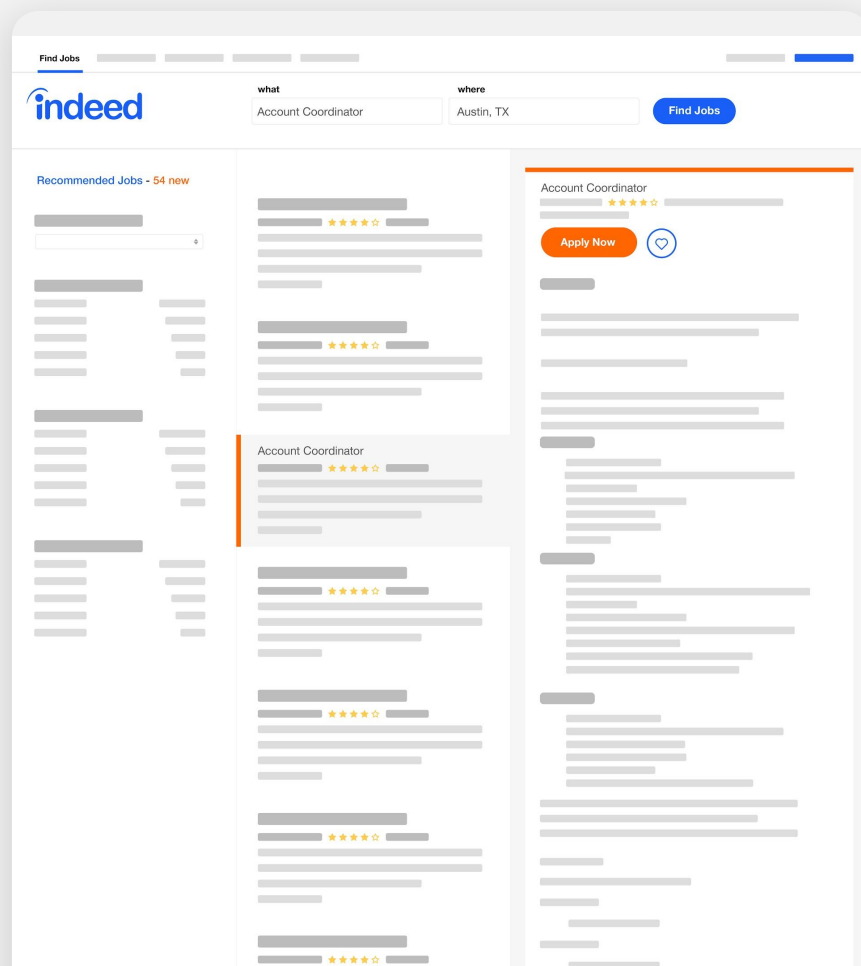
## Video interviews

- + Find a quiet, private, well-lit place, free from interruptions
- + Ensure your internet connection is stable
- + Check that your computer's audio is working
- + Test your computer's webcam
- + Close any unnecessary web browser tabs and applications
- + Dress professionally and avoid bright colors
- + Have a pen, notepad and copy of your resume on your desk
- + Put your phone on silent mode

# **Before the interview**

# Read the job description

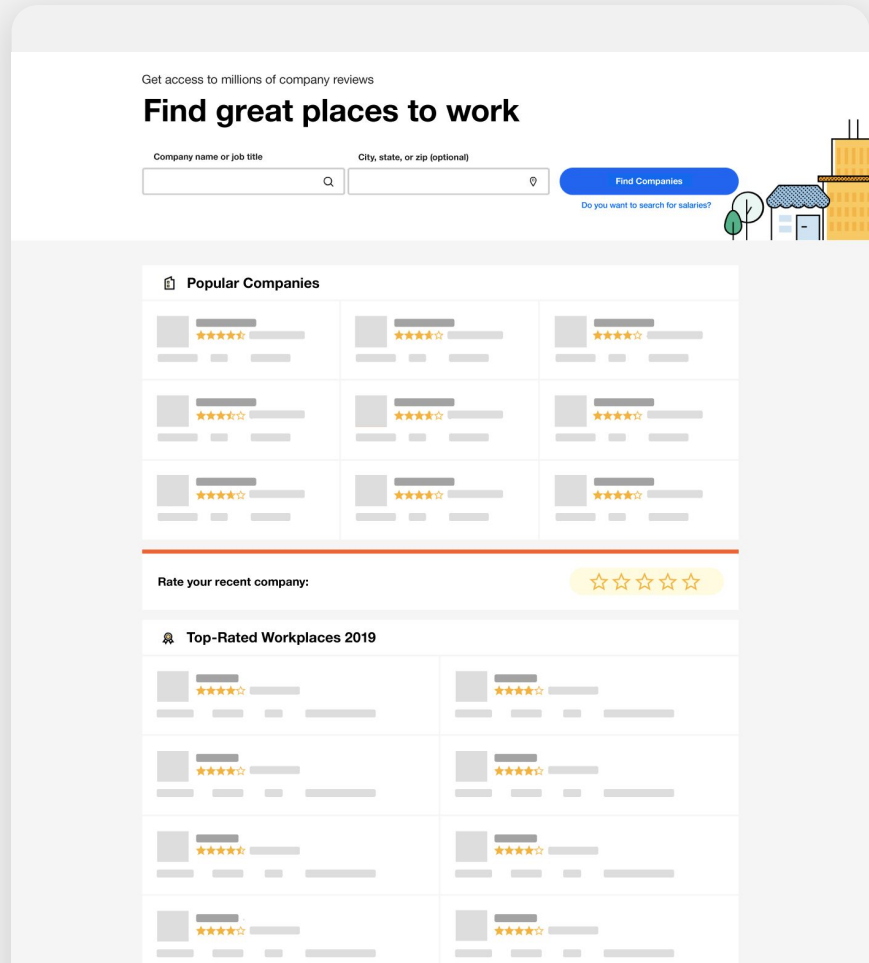
Employers will share information about what to expect, job requirements and other details to help you decide if the role is right for you.



# Research the company

Research the company beforehand and show off that knowledge during your interview.

- + Search for the employer's Indeed Company Page at [indeed.com/companies](https://indeed.com/companies).
- + View the employer's career site.
- + Visit a retail branch (if applicable).



# Consider whether the job meets your **needs**

- + Are you happy with the salary requirements?
- + Will you get the benefits you need?
- + Are you willing to work the required hours?
- + Can you easily get to the job every day?
- + Are you required to do any physical labor?





# Print your resume

Bring at least five printed copies of your resume and a list of references to interviews or hiring events. In some cases, employers might also ask you to bring specific certifications or a form of state or federal ID.





# Practice makes perfect

## **Work on your pitch**

Be ready with a 1-minute summary about yourself.

## **Prepare answers**

Practice responding to common interview questions.

## **Prepare questions**

Come up with questions you want to ask the interviewer.



**During the interview**

# Mind your manners

Be nice to *everyone*, including the people coordinating the event and helping you sign in. Presenting your best self to the world at large will help ensure you present your best self to the employer when you sit down for your interview.





## **Craft answers to common interview questions**

- + Tell me about yourself.
- + Why do you want to work here?
- + What interests you about this role?
- + What motivates you?
- + Why are you leaving your current job?
- + What are your greatest strengths and weaknesses?
- + What are your goals for the future?
- + Tell me about a difficult work situation and how you overcame it.
- + What is your salary range expectation?



## Be a STAR

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### **Situation**

*What is the context of your story?*

Ex. "We were working on a six-month contract for a high-value client, when our agency merged with another, larger firm."

### **Task**

*What was your role?*

Ex. "It was my role to lead the transition for my group, while also communicating with our client to keep the project on track."

### **Action**

*What did you do?*

Ex. "I set up weekly check-ins with the client to update them on the progress of the merger..."

### **Results**

*What happened?*

Ex. "We completed the project on time, meeting all of their specifications..."





## Highlight transferable skills



Technology  
literacy



Strong  
Communication



Problem-  
solving



Analytical  
thinking



Customer  
Service



Organization



Teamwork



Adaptability



# Explain gaps in employment

## **If you left to be a caretaker:**

“I spent some time as the primary caretaker in my family. During that time, I was able to be there for my family but always knew I wanted to return to work. I’m ready to do that now.”

## **If you were laid off by your employer:**

“My former employer underwent a restructuring that resulted in my position being eliminated. While this was difficult, I left with the confidence that I had developed important skills there and built strong relationships with my managers and colleagues.”

## **If you were fired from your job:**

“The company and I had different expectations. In reflecting on that experience, I realize there are some things I could have done differently. I learned a great deal and I’m excited about the opportunity to bring that maturity to my next job.”

## **If you took time off for personal reasons:**

“I was able to take some time off work to focus on myself. It was a time that prepared me to take on new challenges. I’m incredibly excited about the opportunities that lie ahead, such as this position.”





## Ask thoughtful questions

- + Can you tell me more about the day-to-day responsibilities of this job?
- + What are the characteristics of someone who succeeds in this role?
- + What are some of the challenges you've seen people in this role or on this team face?
- + If I were in this job, how would my performance be measured?
- + What do you like best about working here?

## **Following the interview**

# Email your interviewer and be sure to...

- + Start with the name of your interviewer.
- + Touch on topics you talked about during your interview.
- + Keep it short.
- + Close the letter with your name and contact information.
- + Check for typos before you hit send.



[mjohnson@horizon.com](mailto:mjohnson@horizon.com)

## Thank you for your time

Dear Ms. Johnson,

Thank you for taking the time to speak with me about the Marketing Coordinator role. It was great to meet with you and learn more about the position.

I am very excited about the opportunity to join Horizon Marketing and am particularly interested in the details you shared about the upcoming launch of the brand campaign. I'm enthusiastic about the prospect of taking on some of the project management and bringing in my experience successfully coordinating cross-functional initiatives to the table.

After our conversation, I'm confident that my background in marketing and my interest in brand growth will enable me to fill the job requirements effectively and support the vision of Horizon. Please feel free to contact me if I can provide you with any further information or samples of my work. I look forward to hearing from you.

Thanks again,  
Jerry Mendelson  
555-555-5555  
[jerry@email.com](mailto:jerry@email.com)

# Write a memorable follow up

Choose a clear and concise subject line.

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Start your opening paragraph with a “thank you”.

Talk about your interests, goals and experience.

Set yourself apart from other candidates.

End with a signature and your contact information.

# Continue your search

**01**

Create a free Indeed account.

**02**

Upload your resume so employers can find you.

**03**

Browse positions by location in the search bar.

**04**

Filter results based on your requirements.

**05**

Set up job alerts to find out about opportunities.

**06**

Research companies to learn more.

# We're here to help!

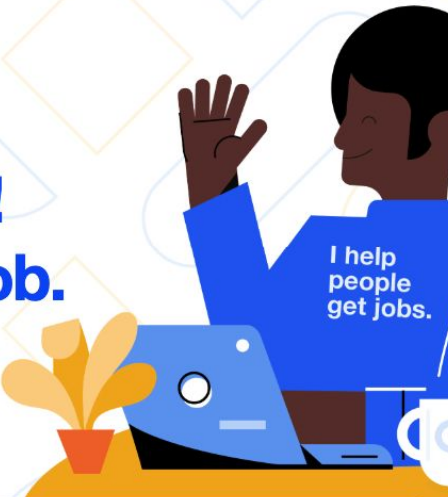
[indeed.com/job-market](https://indeed.com/job-market)

Upcoming event  
Atlanta, GA: Feb. 27-4

**JOB MARKET** RESUME.COM COMMUNITY CAREER GUIDE EVENTS EDUCATE FOR EMPLOYERS

## Welcome to Indeed Job Market!

## We're here to help you get the job.



01

Build your Resume

02

Join the conversation

03

Get career guidance

04

Find local job search help

05

Discover your next employer

**Time for Q+A!**



anon5053



How is interviewing impacted by the novel coronavirus?



0

2m ago

Reply



KM151



How should one go about sharing one was laid off in the previous position?



0

3 weeks ago

Reply



**sdarter**



What do you suggest when your mind goes blank during a behavioral interview question?

What if you are uncomfortable looking someone in the eye for the entirety of your answer?



0

Wednesday

Reply





**danielle181**



All of these questions are great but I think another big thing is nerves. Especially if you've been employed for awhile, there is a lot of pressure on each interview and I know I often find myself thinking my nerves show and I dont know how to be more comfortable just in myself. Any tips or suggestions whether before the interview or during to make those nerves slightly less prominent?



0

Wednesday

Reply