



Virtual & Video Interviewing Preparation

Toolkit



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Why You Should Use an Interview Practice Tool

Tips, facts, and a worksheet to support your use of the interview practice tool for interview preparation.

Top 10 Most Common Mistakes Made at Job Interview

- | | |
|--|--|
| 1 Over-explaining the reason you lost your last job | 6 Concentrating too much on what you want |
| 2 Conveying that you're not over it | 7 Trying to be all things, to all people |
| 3 Lack humor, warmth, or personality | 8 "Winging" the interview |
| 4 Not showing enough interest or enthusiasm | 9 Failing to set yourself apart from other candidates |
| 5 Inadequate research about a potential employer | 10 Failing to ask for the job |

Why Employers Use Video Interviewing

Savings – Employer time and hiring expenses in reduced travel costs and management time (Skype)

Consistency – Allow screeners to see each candidate answering same questions and compare responses

Real Interviews – Candidates must prepare, practice, and get comfortable in front of camera

Set Yourself Apart by Practicing with our Interview Practice Tool

See how you **look** – Put your best self forward. Need a haircut? Do you fidget?

Hear how you **sound** – Listen to how you come across. Confident? Timid? Do you say ‘Um?’ or ‘Like?’

Assess **how well you answer** questions – Do you get to the point or meander? Do you answer the question asked?

Practice **difficult questions** – be confident and prepared when asked in the real interview!

Interview Practice Tool

Our interview practice tool enables you to record yourself in a customizable simulated interview. This can help you build confidence and gain objective feedback to improve your communication skills to directly increase your competitive advantage in interviewing. For most of us, it's a unique opportunity to see how we perform in an interview and helps us create a great first impression.

After reviewing our other interviewing resources and prepared responses to some of the common questions, Right Management® offers you an opportunity to hone your communication and interviewing skills using our practice tool. You can also practice and refine your 30-second commercial for networking.

How do I use the Interview Practice Tool?

All it takes is a computer, a webcam, and an internet connection. Open the interview practice tool in and follow the on-line instructions. Record your first practice interview as soon as you like. We recommend reviewing our interviewing strategies materials on our website to help you to maximize your experience.

When you have completed your practice session, just save the interview, and review it later with a trusted advisor who can provide you with feedback on which techniques work well and which could be improved. You'll be able to observe your body language, hear those verbal "tics" and improve your performance through practice.

Feel free to share your interview with a friend or consultant by sending them the link so they can help you be at your best. Whether you choose to review your practice session independently or seek feedback on your interview simulation, we wish you as much success with this excellent tool as thousands of Right Management candidates have already enjoyed. **Happy Interviewing!**

Virtual or Video Interviewing

Top 10 Tips for Using the Interview Practice Tool

1. Analyze job descriptions for targeted roles to identify competencies prospective employers look for in the ideal candidate.
2. Practice in advance to build confidence and utilize the 30-second commercial within the interview practice tool to practice your responses.
3. Practice questions before and time yourself. Target your responses to be 90-seconds to 2-minutes.
4. Think about traits, values, and characteristics you want to project in interviews. Which experiences from your background exhibit these characteristics? Take a few minutes to think about this. Visualize how you want to “show up” in an interview.
5. It’s a dress rehearsal, so treat it like the real thing... dress for success! Smile naturally throughout the interview. It boosts your endorphins and will help you feel more relaxed. (Remember – look at the camera)
6. As you present your answers, be aware that the pace, tone, and body language you are projecting will demonstrate the energy, confidence, and enthusiasm you will bring to the job.
7. Listen carefully to be sure you understand the question before framing your answer. When reviewing your answer, be sure to evaluate whether or not you’ve answered the question asked.
8. Select question sets that allow you to highlight competencies you’ll need to showcase to be a “match”.
9. If possible, use a job posting (one for which you have applied OR one that directly aligns with your target) when practicing. That way you can conduct your practice interview with a specific role in mind. This will help you make connections for the “interviewer”.
10. Review your practice recordings. Critique what you did well and where you may need to enhance or improve. Take advantage of the practice tool and try it again in a few days’ time.

Self-Evaluation

Your Non-Verbal Communication (Improvement Needed = 1, Excellent = 5)

Eye Contact	1	2	3	4	5
Posture	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Confidence	1	2	3	4	5
Limited Fidgeting	1	2	3	4	5

Notes:

Your Verbal Communication (Improvement Needed = 1, Excellent = 5)

Engaging (relaxed)	1	2	3	4	5
Tone	1	2	3	4	5
Volume/Pitch	1	2	3	4	5
Pace	1	2	3	4	5
Intonation	1	2	3	4	5
Bridge Avoidance (um, ah)	1	2	3	4	5

Notes:

Answers (Improvement Needed = 1, Excellent = 5)

Clear/Concise	1	2	3	4	5
Answered what was asked	1	2	3	4	5
Brevity (length of answer)	1	2	3	4	5
Thought Development	1	2	3	4	5

Notes:

Rate Your Answers to selected questions from your interview (+your comments/notes)

1.	1	2	3	4	5
2.	1	2	3	4	5
3.	1	2	3	4	5
4.	1	2	3	4	5
5.	1	2	3	4	5
6.	1	2	3	4	5
7.	1	2	3	4	5
8.	1	2	3	4	5

Notes:

Next Steps

Describe two things you did well (things you will continue to leverage and enhance).

1. _____

2. _____

Describe two things you need to work on going forward to enhance your interviewing skills.

1. _____

2. _____
