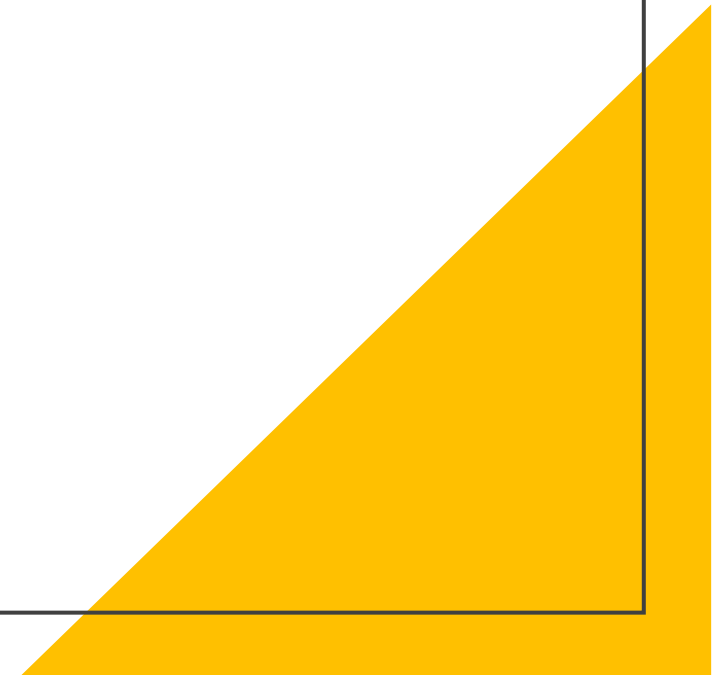




# So, You've Got the Interview.... Now What?

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# Good News!

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- You found the right position
- You found the right company
- You have the right skills
- They have set up the interview
- What do you do NOW?





# Confirmation

- You only THINK you have the interview
- What date and time?
- Check timezone
- Check date (what's THIS Thursday, and what's NEXT Thursday?)
- HOW is the interview being conducted?
  - In person
  - Remote
  - Platform

# Contact Info

- Get contact information for
  - Person who set up interview
  - HR Representative (if applicable)
  - Persons who will be conducting interview
  - Any other contact information
- Get Other Information
  - Cell phone or email (to contact when something goes wrong)
  - Titles and responsibilities
  - Organization chart if possible



# Research

- Research Company Itself
- Office locations
- Product lines
- Organizational structure
- Motto or Corporate Creed
- History and background
- News Articles (particularly recent)
- 10K or similar filings (Edgar at SEC)
- Website
- Google is your friend
- "Corporate" politics – both big and small





# Research Job

- Job Title
- Job Function
- Job Reporting
- Job Responsibilities
- Who is the incumbent
- Is this a NEWLY established position
- Where did incumbent go (why are they filling the position?)





# Research Interviewers

- Be subtle – Remember, LinkedIn notifies them that you have looked at their profile
- Avoid being a "stalker"
- Search for news articles, interviews, public profiles of the persons conducting interview
- Print out their background, education, hobbies (great for small talk, etc.)





# Research Company

- Do you KNOW anyone there?
- Do you KNOW anyone who KNOWS anyone there?
- Do you KNOW anything about the company reputation?
- Use LinkedIn for secondary and tertiary contacts



# Before the Interview

- If virtual, check which platform
- Zoom
- Teams
- Webex
- Skype
- Make sure you have downloaded and installed (and updated) the software on the machine you plan to use
- Make sure you have done so on a backup machine
- Make sure you have done so on your smartphone as well



Google Hangouts





## Before the Interview – Backup and Test

- Test software on computer
- Test camera and microphone
- Test WiFi and WIRED connection
- Test backup computer
- Test cell phone as backup



# Hardware Requirements

- Decent laptop computer
- Mac
- PC
- Chromebook
- Or Desktop with camera and microphone
- Have WiFi and Ethernet available (just in case)
- Strong wireless connection



## More Hardware

- Microphone (test internal, if not good, external)
- Headphones
- Internal
- Bluetooth
- Earbuds
- USB headset
- Other headset
- Speakers



# Day of Interview

- Review calendar (make sure you have right day and time)
- Clear any conflicts
- Take some time right before interview to clear your head
- Avoid pre-interview distractions
- Remember – EVERYTHING will go wrong – and they know and expect it. It's OK if things go wrong







- Be comfortable
- Be "appropriate" for job
- But a bit nicer
- Avoid distractions – fidget
- Be flexible (e.g, sports coat can be taken off)
- Avoid distracting clothing and colors
- Avoid herringbone or small patters (moiré patterns)

Dress and Appearance

# Lighting

- Avoid backlight
- Avoid sidelight
- Avoid up-light
- Use fill light (ring light, etc.)
- Avoid stripes (natural light through window blinds)
- Avoid speckles (natural light through trees)



# Environment and Background



- Avoid distractions
- Keep it professional
- Focus on YOU not environment
- Consider blur background
- Consider Non distracting virtual backgrounds
- Consider green screen
- Nobody moves, nobody gets hurt...

# Time of Interview

- Arrive early and test
- Have pen, paper, glasses, bottle of water ready
- Print out everything needed – your resume, background, contact information, etc.
- Have backup ready



# During Interview



- Active listening
- Engage with interviewer
- Eye contact with camera
- Post-it note trick
- Be prepared to ask questions
- DON'T GUESS – if you don't know, say "I don't know"



# Difficult Questions

- Be prepared to address difficult questions about background or resume
- Gaps in employment
- Lack of specific skills
- But beware inappropriate or trick questions
- Age discrimination, gender, race, religion
- "I see you know John Smith... what do you think of him?"
- Why this company and not specific competitor
- Why did you leave your past job/jobs





# Ask Questions

- Have questions to ask prepared
- Make them relevant and topical
- Ask about work environment, challenges, people
- Be prepared to address compensation, roles, titles, etc.
- Ask what THEY like about the company

