

# **Getting Out The Jitters: Interviews**

By Katrina Parsons

disABILITY LINK

Tucker, GA

# Settings

- **One on One**
- **Group**
- **Phone**
- **Video Conference**

# Preparation

- **Transportation Set Up**
- **Resume (and maybe Schedule A)**
- **Make sure to look over job description.**
- **Appearance**
- **Confirm with interviewer the day before.**

# **Virtual Interview Preparation**

- Make sure lighting is centered.**
- Check microphone and webcam.**
- Practice speaking into the camera.**
- Pick a quiet, distraction free place.**

# **Technology Etiquette during COVID-19**

- **Become familiar with the platform ahead of time (MS Teams, Zoom, etc).**
- **Set “Do Not Disturb” sign on your platform.**
- **Don’t stare at your square too much.**
- **Be in professional dress entirely, not just from the top up**

# **Introductions**

- **Professional Dress**
- **Knock on the Door**
- **Firm Handshake**
- **Eye Contact**

# Questions

- **Tell me a little bit about yourself**
- **How did you hear about the position?**
- **Why are you interested in this position?**
- **How had your education and experience prepared you for this position**

# Questions

- **What are your strengths and weaknesses?**
- **Where would you like to be in your career five years from now?**
- **What is your greatest professional achievement?**
- **Tell me about a time you failed**

# Questions

- **Tell me about a conflict you have faced and how you dealt with it.**
- **Why is there a gap in your employment?**
- **Why were you fired?**
- **What is your disability?**
- **Do you have any questions for me?**

# **Questions to Ask Interviewer**

- **What will my day to day responsibilities be like?**
- **What are your expectations of me?**
- **How would you describe someone that succeeds in this role?**
- **What is your favorite part of your position?**
- **What is the most important thing I can accomplish in the first ninety days?**

# Questions Not To Ask

- **Tell me about your company.**
- **When do I get time off?**
- **Did I get the job?**
- **Questions that approach multiple topics at once**
- **Too much personal information about the interviewer**

# **End of Interview**

- **When can I follow up?**
- **Thank the interviewers for their time.**
- **Ask interviewers for their business cards.**
- **Immediately jot down any notes and email the interviewers thank you notes as soon as you get home.**
- **Mail in a handwritten note (or typed note if not able to handwrite well because of a disability).**

# **Conclusion**

- **The resume is what gets you an interview. The interview is what gets you the job.**

**Questions?**

# **Contact Information**

- **Katrina Parsons**
- **Employment Training Specialist/ ICWP Case Manager**
- **disABILITY LINK**
- **404-687-8890 ext. 127**

# **Contact Information**

- **Katrina Parsons**
- **Employment Training Specialist/ ICWP Case Manager**
- **disABILITY LINK**
- **404-687-8890 ext. 127**

# Works Cited

- **Galant, Simoa. “How to Ace Your Job Interview during COVID-19.” Springboard Blog, 8 April 2020. Springboard. 1 October 2020. <https://www.springboard.com/blog/covid19-virtual-job-video-interview-tips/>**
- **How to Prepare for a Virtual Interview. Vanguard Career Blogs. 8 April 2020. Vanguard. 27 Sep 2020. <https://www.springboard.com/blog/covid19-virtual-job-video-interview-tips/>**
- **The Muse Editor “Your Ultimate Career Guide to Answering the Most Common Interview Questions”. The Muse. The Muse. 7 May 2020. <https://www.themuse.com/advice/interview-questions-and-answers>**
- **Doyle, Alison. “What (and What Not) to Ask During an Interview”. The Balance Careers. 17 September 2020. The Balance Careers. 27 September 2020. <https://www.thebalancecareers.com/questions-to-ask-in-a-job-interview>.**