

Phone & Video Interviewing

Phone

Typically, these type of interviews range between 20-30 minutes with 5-minutes for questions.

Tips:

- Be ready 10-15 minutes beforehand, with the position description printed out or easily accessible and a glass of water
- Remember, it is a conversation not a script
 - Don't sound like your answers are written out word for word. Instead, jot down notes of experiences you want to highlight!
 - Silence is okay! Don't be afraid to take time to think before answering a question

Video

Be comfortable with using platforms such as Google Hangout, Zoom, Microsoft Teams, Skype, or WebEx.

Tips:

- Do a “test call” to make sure that the platform is up to date
- Set up somewhere with a professional background with no distractions and test your technology
- Monitor and adjust your communication
 - Be aware of what your verbal and nonverbal communications are saying

AI Recorded

This style of interviewing allows companies to assess a large number of potential candidates more efficiently. These interviews involve a series of pre-recorded questions, and candidates have roughly 30 - 60 seconds to prepare their response.

Tips:

- Practice, practice, practice.
 - With AI recorded interviews, you may have a time limit on your response.
- When giving an answer, include keywords from the job description.
- Be expressive, speak clearly, and show your personality.
- Prepare for the interview by recording your responses and playing them back.
 - In fact, log into Business JobLink and start practicing with a mock AI interview.