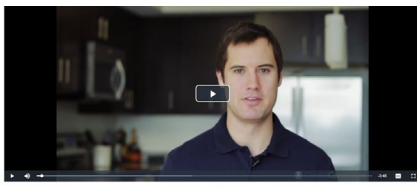




## Career Development ToGo – Digital Packs [Virtual Interviewing]

This ToGo pack includes a variety of resources to help you prepare for and succeed in **Virtual Interviews**.

Videos to help you get started - The first video reviews do's & don'ts for your Virtual Interview. The second helps you prepare for one of the toughest questions. The final video offers a great summary. Want more info? You can find thousands of great videos on a variety of topics at our [CandidCareer](https://www.candidcareer.com) platform.



Virtual Interviewing: 101



Director of Investment Research, Wescott Financial Advisory Grp.



The most important thing to remember is that you should treat a virtual interview just like a face to face interview. You need to dress the part and make the best first impression. Make sure you dress professionally - top to bottom.

### Make a GREAT 1<sup>st</sup> Impression

How quickly are 1<sup>st</sup> impressions made?

- First impression is now your "screen image"
- What is visible in the background?
- 1<sup>st</sup> seven words & 1<sup>st</sup> seven seconds
- Dress to impress
- Manners & courtesy
- Eye contact through camera lens not the screen

- Be neat and clean
- Conservative suit; blues, grays, browns
- White or light colored shirt
- No visible body piercing
- Groomed, styled hair
- Clean teeth
- No gum or candy or beverages
- No online or background distractions
- No pop up notifications




### DRESS CODES

**WOMEN'S**

- Business - Formal
- Business
- Business Casual
- Smart Casual
- Casual

**MEN'S**

- Business - Formal
- Business
- Business Casual
- Smart Casual
- Casual

Secondly, you will want to practice your interview answers. The most important to prepare for include; Tell me about yourself, What's your greatest weakness? [**Always** prepare for these BEFORE the interview]. A new "favorite interview question" has emerged the COVID pandemic - What have you been doing with yourself? Be sure you outline what you have done to be productive, improved your skills or provided help to others.

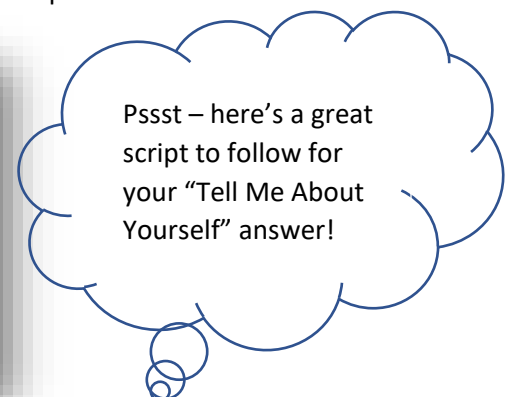
**Always** practice with someone BEFORE your interview – don't ever plan to wing it! Practice the common Interview questions like,

- **Tell me about yourself.** This is the BIG one to prepare for. Usually the 1<sup>st</sup> question – when you are most nervous. Don't get personal! All work focused. Highlight the skills they have listed in the job posting and talk about all of the ones that you have!

Design and then rehearse your Elevator Pitch or tell me about yourself. Include:  
Education + Experience + Skills/Accomplishments/Something that makes you stand out  
Here's an example:

I'm currently working on my four year degree in \_\_\_\_\_, and recently completed an internship at \_\_\_\_\_ where I learned \_\_\_\_\_ and \_\_\_\_\_. I am hardworking and self-motivated, I have over 3 years combined experience and always worked while maintaining a full course load or worked 40+ hours during breaks. At all of my jobs I have developed excellent customer service skills and time management. Which is why I believe I would be a great fit with your company

- Why do you think you would be successful in this job?
- What are your strengths? **What is your greatest weakness?** [always prepare for this one – be genuine not cheesy]



The **questions you ask** during the interview can be as important as the ones you answer. Be sure to prepare 3 – 5 thoughtful questions [not money or benefits related] prior to the interview.

Always practice before the real interview! Go to our Alfred State [Skills First](#) [log in or create an account] platform interview section to practice online. Practice with the CDC – schedule your appointment via [JobLink](#).

### Make sure you have ?'s for the Interviewer

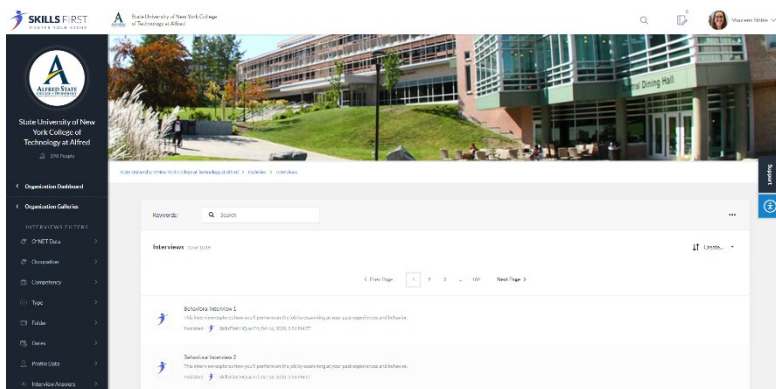
- Don't ask about money
- Don't ask about benefits
- Don't ask about vacation, time off, etc.
- All these are about "you" - Ask questions about "the company."

**Bonus Tip!**  
Check out the interview sections on our awesome platform

- [Alfredstate.optimalresume.com](#)

**Good ?'s to ask:**

- What is a typical day like in the department?
- What are some immediate goals for this department? How do you see my credentials adding to the team?
- What kind of person are you looking for in this position? Then tell them why you are a good fit!
- What is the next step in the process?



When crafting your résumé or preparing for your “Tell me about yourself” answer, be sure to highlight the [NACE8 competencies](#) that you possess.

### Top 8 Skills Employers are Seeking

Compiled by NACE [National Association of Colleges and Employers]

1. Critical Thinking/Problem Solving
2. Oral/Written Communications
3. Teamwork/Collaboration
4. Digital Technology
5. Leadership
6. Professionalism/Work Ethic
7. Career Management
8. Global/Intercultural Fluency

Schedule an appointment with the CDC via [JobLink](#)



To schedule your mock interview or for help with any career related topic! We are here to help you.

[Career Development Center](#)

Student Leadership Center (SLC) Room 404



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