



Get Your Resume Ready

- A CV / resume is a marketing tool that helps you obtain an interview. It should showcase your well-developed skills and accomplishments that are relevant for a specific position. .
- **CV / Resume Components**
 - Summary Statement (your value proposition / how you delivered value)
 - Education
 - Professional Experience
 - Achievements/Accomplishments
 - Include any additional documentation supporting your application
- **Ensure a Positive First Impression**
 - Align your CV / resume with your LinkedIn
 - Be concise & prioritize experiences relevant to the position. (1-2 pages max)
 - Only include your name, email address and contact number.
 - Focus on your results and how your skills and achievements added value to the business or the department. Where applicable, include Key Performance Indicators (KPIs) and percentages, which serve as evidence of your performance.

Pre-recorded Video Interview



What is it and why do companies use video interviewing?

- In a pre-recorded video interview, you will see videos of the Recruiter or Hiring Manager asking questions and then record your answers to these questions.
- Video interviewing is used as pre-screening; i.e. Recruiters use it to narrow down the list of applicants to a manageable number of qualified candidates.
- It is often the first step in the process and followed up by a short phone call with the Recruiter. Video interviewing allows the Recruiter to invite a bigger number of applicants into this first round and provide a fair and equitable process as each candidate gets the same questions, the same time, etc.

What to expect?

- You will receive an email inviting you to take part in the video interview.
- Most providers include an introduction, microphone and camera test and instructions on how the video interview works before you select to start the actual video interview.
- Typically, you will see a written question or a recording of the Recruiter asking the question, have some time (30-60 seconds) to think about an answer and then some time (typically 1-2 minutes) to record your answer.
- *Attention:* The questions will come one after another; often with no chance to re-record.



How Do I prepare for a pre-recorded video interview?



- Even if not in person, make sure to take this first part of the selection process seriously. Recruiters, and often hiring managers, will use it to determine who moves to the next stage in the interview process.
- Understand by when the video interview needs to be completed. You likely have between 3 and 7 business days time.
- Take advantage of the introduction videos of the tool and check out the company's blog, resources on their career site, etc. that can help you prepare
- Make sure your camera and microphone work. Test, test and test again.
- Watch your background and lighting. Best to keep it neutral.
- Make sure you have privacy while recording the video.
- The dress code depends on the company you are applying for. You might want to suit up for a banking/ insurance job while wearing branded clothing for Retail jobs. If in doubt, wear something comfortable and neutral.
- Use the job description, company profile, etc. to understand the job requirements. Prepare examples of how you have put your skills into practice. Many video interviews include behavioral questions and having examples ready, will help you answer those.
- Relax. Keep in mind the company is just trying to learn more about you and your skill set; not looking for someone who is flawless on video!



Virtual Interviews Tips

- Virtual interviewing has become an increasingly common part of the interview process. A virtual interview usually follows the style of an in-person interview.
- Prepare your technology
- When you receive the link for your interview, check it to ensure it works.
- Ensure your audio, video camera, microphone, screen sharing, etc. are working well.
- Maintain eye contact by looking at the camera.
- Mute notifications, pop-ups and your mobile phone. If there is background noise, mute your microphone to avoid distractions.
- As a back up plan, use the conference number in the invitation to continue the interview in case the internet fails.
- Prepare your environment
- Bring you're "A" Game!





GENERAL INTERVIEW TIPS

- Confidence is the best thing you can bring to the interview
- Your goal in an interview is to demonstrate why you are the best candidate for the role and also to determine if the role is the right career step for you.
- Research the role and dept
- Anticipate questions you will be asked
- Prepare your questions
- Interview tasks (Presentation, Case Study/Business Case/Technical Test)

Common Interview Questions



- We use behavioral interview questions to help us understand your previous experience. These questions usually start with *"Tell me about a time when..."* or *"Provide me with an example of when you..."*. The framework for the questions include our following 3 Pillars:
 - Skills/Knowledge - We are seeking evidence of the skills and knowledge you possess that are important to successfully perform in the role.
 - Please share a time when you managed a global project. Describe the project and how you contributed to its success.
 - Achievements - We need to understand that you are able to deliver comparable / relevant results at the level we expect for the position.
 - Describe your most important professional accomplishment and why it was successful.
 - Motivation - Our goal is to understand what motivates you to pursue a particular job and how this job connects with your professional aspirations.
 - Describe the work environment or culture that motivates you most.

Networking and Exposure



- LinkedIn – Connect and stay active
- Coffee Chats – Learn about others and what they do
- Ask questions – seek to understand and learn more
- Explore companies – Do their values match yours?
- Local Professional Organizations - Find organizations you can be part of that can connect you with professionals across various companies and/or industries.

