



Archbishop Molloy High School
Virtual Network: How to Navigate the Current Job Market
November 10th @ 6:30 PM

Do's and don'ts

Preparation is Crucial:

- Test your technology before the interview: you want to ensure that your microphone and camera are working. You want to check your Internet connection. It is best to do a dry run with a friend, so you appreciate the mechanics and feel of a zoom call, including the awkwardness of seeing yourself talking on the zoom call.
- Consider whether to use a false zoom background during the interview: you want to minimize distractions, have decent lighting, and avoid interference from family and pets, etc. In your practice run, determine whether your background is too cluttered or otherwise distracting. (Take down your velvet Led Zeppelin poster)
- Consider how you will dress: look at the website of the prospective employer: how are people dressed on the website? Use that reference point as your basic threshold starting point for how to dress. Better yet, dress for the job you want to have. That may mean jacket and tie. (This is a judgment call, tied very specifically to the interviewer company).
- Thoroughly know your resume: every single line of your resume is a potential question directed at you. Know how every component of your resume fits in with your "story" and be comfortable explaining every segment of your resume and how it fits with your overall narrative of where you've been and why you might fit well as an employee of the interviewing company.
- Thoroughly research the target employer: have studied every pull-down menu available on the interviewing employer's website. During the interview, have notes in front of you regarding interesting points you learned from the website. Show off your knowledge of the company. It will impress the interviewer if you know the ins and outs of the company.
- Have a story about yourself. It could be an apt anecdote. It could be a larger narrative-type of tale about where you have been and what you have done. Be prepared to project yourself and your story through a two-dimensional screen. Further, be prepared for the lazy softball question: "So, tell me something about yourself."
- Prepare a single sheet of notes with bullet points on it related to the interviewing employer and have a few points about yourself that you want to be sure you project. Having notes in front of you also will assist if and when your mind goes blank in response to open-ended softball questions.
- Be prepared for the cliché questions: "So, why do you want to work here?"; "Pick one of your greatest personal attributes and describe it to me"; "What is the biggest negative about your personality?"; "What do you like least about yourself?"; "Tell me how you handle personal mistakes and give me an example." Anticipating these kinds of oddball questions helps to have you ready with an answer.

Do Not:

- Don't wing it
- Don't show up unfamiliar with the publicly available details about the interviewing company
- Don't expect the interviewer to do most of the talking
- Don't go into the interview expecting just to answer questions. It is not an interrogation. It is a dialogue.
- Don't dress so casually that it sends a message of lack of interest or respect
- Don't be looking at emails or other screens during the interview.