

## Transitioning with technology.

### TODAY'S TRENDS

In today's job search environment, it is common for employers to conduct an interview from a distance. These interviews take the form of either a traditional phone interview or a more modern web-based platform such as Skype, GoToMeeting, or Zoom. It is extremely important to prepare for distance interviews the same way you would prepare for an in-person interview.

Reference the **Interviewing handout**.

### DISTANCE INTERVIEWING CONSIDERATION

#### TIMING AND LOCATION

Schedule your interview at a convenient time allowing yourself time to focus before and after. Locate a quiet, private space such as your home or an interview room free of distractions and interruptions. Email [phcareer@indiana.edu](mailto:phcareer@indiana.edu) or call 812-855-2332 to reserve an interview room at SPH Career Services.

#### PREPARATION

Have resume, questions, and blank paper readily available for reference only. Avoid the temptation to write and read written responses. Dress professionally putting yourself in interview mindset. Take a breath before answering questions to formulate your answer and avoid awkward interruptions. Feel free to ask for clarification when needed.

#### FOLLOW-UP

Take notes following the interview. Write down details or themes from the interview in preparation for a follow-up in-person interview. Write a thank you within 24 hours of the interview. Top candidates may be selected for in-person interview quickly. Respond to second round interview requests in an efficient manner.

### TIPS

#### PHONE

- Confirm reception to avoid dropped calls
- Have contact information available in case of disconnection
- Silent alerts on cell phone
- Express enthusiasm and energy during responses
- Utilize gestures and expressions to avoid sounding flat
- Avoid chewing gum, eating, or drinking

#### VIDEO

- Access interview platform ahead of time to test access
- Charge laptop and plug into outlet
- Verify strong Internet connection
- Make eye contact with webcam not screen
- Silence cell phone and computer alerts
- Choose your background wisely
- Consider room lighting
- Wear professional attire