

LOVE YOUR CAREER



10th February 2021

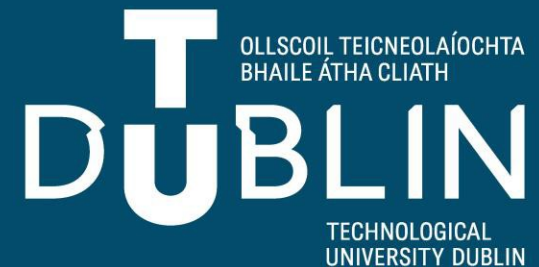
Ace that video interview

Féidearthachtaí as Cuimse
Infinite Possibilities

Ace the Video Interview

Carol Kelehan
Career Coach

bevcareers@tudublin.ie



Session content

1. Why interview & What employers are looking for

1. What to do beforehand

- **Anticipate questions**
- **Practice**

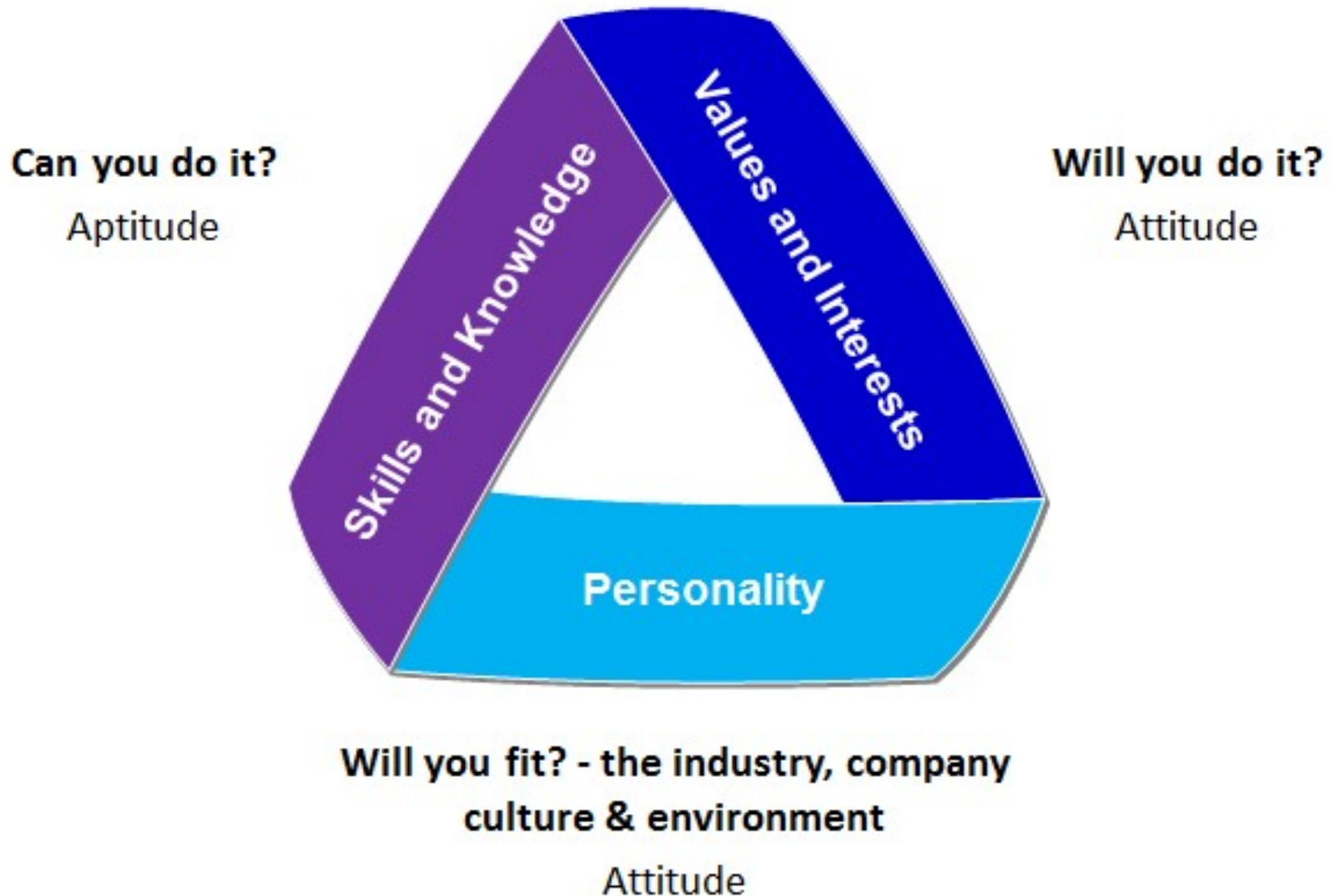
2. During the interview

3. Video considerations

Purpose of interviews

- No interview, no job
- Elaborate on what you have on your CV
- Overall, looking at your suitability for the role, and how you are different from other candidates
- Human factor - personality

What do employers need to know before they give you a job?



Online resources for self awareness

- www.dit.ie/careers/studentsgraduates/careerdecisionmaking
- www.careersportal.ie **interest profiler** with links to suggested careers/related qualifications
- www.careersportal.ie/pdfs/careerskills.pdf **career skills**
- www.prospects.ac.uk **what job would suit me?** – identify your skills, motivations, interests (matching exercise to types of Jobs A-Z)
- www.profilingforsuccess.com **personality, interests, values, learning styles**, etc. Password: tflhe, dublinit, dub2010



What you need to prep beforehand

Understand the organisation/sector	You will need to demonstrate your knowledge of their business or organisation. What do they do? Who are their clients? What sets them apart from their competitors? Current successes/issues? Be prepared to discuss current trends or issues – <i>google alerts</i>
Understand the job	Identify the specific requirements and skills
Know what you want to get across	Tell them how you will match the skills they need with examples and stories, and then include your added value

Anticipate questions

80% of questions are predictable!

Competencies/skills/qualities identified that are needed

Questions built around these

TELL ME ABOUT A TIME WHEN?

YOU REALLY DELIGHTED A CUSTOMER (*COMPETENCY INTERPERSONAL SKILLS*)

YOU COMMUNICATED EFFECTIVELY

YOU DEALT WITH FAILURE

YOU WORKED EFFECTIVELY IN A TEAM

YOU MANAGED A PROJECT

YOU WORKED WITH CLIENTS/CUSTOMERS

YOU OVERCAME A DIFFICULT CHALLENGE

YOU MANAGED A SITUATION WHERE SOMETHING UNEXPECTED HAPPENED. (*COMPETENCY: PROBLEM SOLVING*)

Context

- what was the challenge, task to be done, where, when etc - detail needs to be provided here

Action

- what did you do, what was your **rationale** for your decisions - '**because**' is a key word; Use active verbs - organised; planned; (dis)assembled; calibrated; managed; arranged; oversaw; researched; gathered; undertook; observed; etc

Result

- what was the outcome of you acting in the way you did; good bad or indifferent; what were the key factors that led to that outcome. What did you do, what was your rationale for your decisions - '**because**' is a key word;

Reflection

- what did you learn from the experience - about yourself; the skill (teamwork; problem solving; structuring a project) - what would you do differently next time - again because is a key word to use

WE
HAVE
TO

ALL
STORIES
TELL



Tell me about a time when you were effective in a team situation

Context	<p>As part of final year in the marketing degree, every two weeks, in groups of 4, we had to carry out and present case studies to lecturers and classmates. The topics changed each time, and as the time slot was short, a small number of groups were asked at random to present. So we had to have the material ready, whether we delivered it or not. A group mark was awarded jointly from lectures and classmates. One time, a fellow team member let us down at the presentation as he didn't contribute fully to the process, and the rest of us on the team had to pick up the slack. We got a mediocre mark, but it could have been so much better.</p>
Action	<p>I found myself at first angry with the situation but after I had some time to think about it, I decided to chat with the other members on the team, most of whom felt the same way. Even though it was out of my comfort zone, I suggested taking the responsibility to approach the individual and raise concerns about this. So I did, expressed our feelings, and enquired as to whether there were difficulties with the workload/type of responsibility within the group, or whether it was anything else.</p>
Results	<p>As it turned out, my approach was appreciated and indeed there were underlying personal factors involved, which none of us knew about. So with his permission, I discussed it with the rest of the team and we tweaked the workload and type of work to suit his individual strengths. This was much better, the whole dynamic of the group changed, we as a group developed better communication skills, and the next time we presented we got better marks.</p>
Reflection	<p>Some of things I learned from the experience was the importance of ground rules at the beginning of any project, so everyone feels that they have a voice. For myself, I found asking hard questions really challenging but I had prepared for this conversation, so I felt I asked them in the right way. I was very happy that my communication skills shone through in building a rapport and trust with my teammate.</p>

Practice Interview - out loud!!!!!!

1. Tell me a bit about yourself
2. Why did you choose to study in TUDublin
3. What have you enjoyed most about the course
4. What is the most difficult aspect of the course for you
5. What are you most proud of?
6. What is important to you in a job?
7. What do you do in your spare time?
8. Outline 3 of your key strengths and one area you would like to develop?
9. What do you think of our website, how do you think we could make it better?
10. I'm interviewing 6 more people today for this job. From what I've seen everyone is really good, why should I choose you?
11. In line with EU driving regulations, we're going to introduce driving on the right hand side of the road, how would you go about that? *(you don't have to know the answer, just a few ideas as to how you might start – creative problem solving)*

Do you have any questions?

- **The Organisation**
 - **Expansion, New Services, Products**
- **Work and Training**
 - **Key objectives**
 - **Reporting structure**
 - **Formal training programme; duration;**
 - **How does team communicate**
- **Related to topics covered in interview**
 - **Returning to something asked shows you were listening and reflecting**
- **Chance to offer new information**
 - **Clarify/go back to something that came up in their questions**
 - **On achievements**
 - **Other relevant experience**

Technical issues

- 1. Make sure your camera works – if it doesn't get it fixed, or buy camera attachment**
- 2. Become familiar with the platform, whether it's zoom or MS teams, Skype etc.**
- 3. Control your environment**
- 4. Lighting**
- 5. Turn off your mobile**
- 6. Keep some reminders/notes in large text behind laptop screen or camera**

Workplace expectations

- Need to have your camera on for most online meetings, whether 1:1 or small groups
- You may need extra broadband width for this and for using software etc.
- Check out financial aid in TUDublin re class materials and when completing the form, make it clear what course your doing and explain that you're going out on placement
 - SAF scheme
<https://www.dit.ie/campuslife/studentssupport/studentfinancialsupport/>
 - Laptop loan scheme (3 years) <https://www.tudublin.ie/explore/news/laptop-loan-scheme-applications-open-for-semester-two.html>
 - Ray Coyne dealing with here in City Campus

Additional features of video interviews

- Treat it like a face to face interview – don't ramble
- Body language
 - Don't fidget
 - Look at the camera
 - Use hand gestures
- Wardrobe choices - solid jewel-tone colours best
 - no busy patterns



Smart Casual

Men and Women

Neutral button down shirt. (No jacket or tie needed).



Casual leather or suede shoes are great! (Anything you'd wear to the gym is a no go).



Neutral coloured chinos are perfect! (While jeans look good, some companies frown upon them for interviews - better safe than sorry).



Neutral coloured pants, chinos or cordorouys are great! No need to get too fancy. Stay away from blue jeans.



Neutral blouse or top. (Mild patterns are good too!)



Casual heels or Ballet flats if you want to save your feet.

J

Positioning

- Elevate camera
 - Video check
 - Push camera back a bit to frame upper body
-
- Sit at edge of seat makes you look straighter
 - <https://www.youtube.com/watch?v=oCaonfKyl4Y>

Finish – interview links/resources

- <https://www.tudublin.ie/for-students/career-development-centre/students-and-graduates/getting-ready-for-interviews/>
 - Interview Q&A
 - Interview preparation

Email bevcareers@tudublin.ie for copies of this presentation