





Career Readiness Program

How to Ace Both in-Person AND Remote Job Interviews

Sponsored By:

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“One important key to success is self-confidence. An important key to self-confidence is preparation.”
- Arthur Ashe

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Introduction – Anthony Fasano, PE



- B.S. & M.S. in Civil Engineering
- PE license in NY and NJ
- Found success at a reputable firm at a very young age
- Attended iPEC – the top ranked executive coaching school in the world
- Wrote the best-selling book *Engineer Your Own Success* and started providing career coaching and speaking services to engineers



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Introduction – DeAnn Cummins

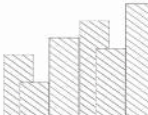
- Over 25 years experience in recruiting and hiring
- Has been with Hanson Professional Services for 3 ½ years
- Degree in Organizational Leadership



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Purpose & Objective

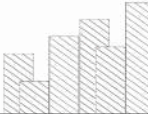
To provide you with specific action steps on how to ace your remote job interview.



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Overview

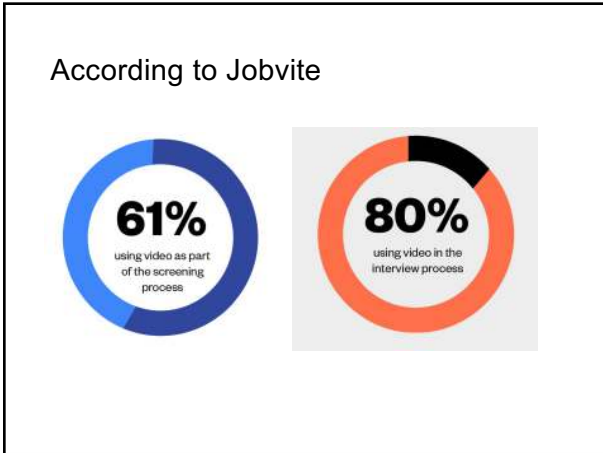
- Remote Job Interview Practice
- Before the Interview
- During the In-Person Interview
- During the Remote Job Interview
- After the Interview



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Before the Interview

Engineering Management Institute (EMI) logo

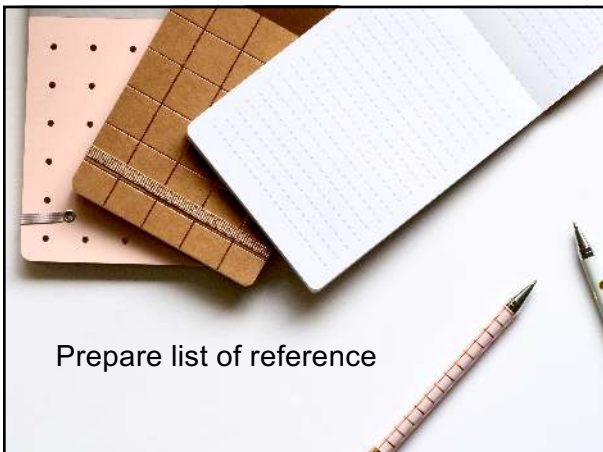
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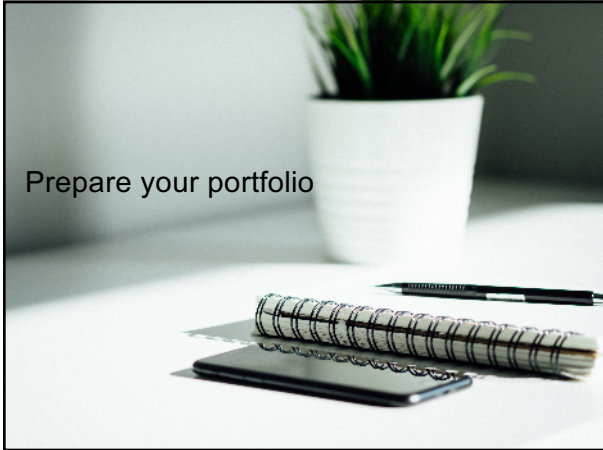
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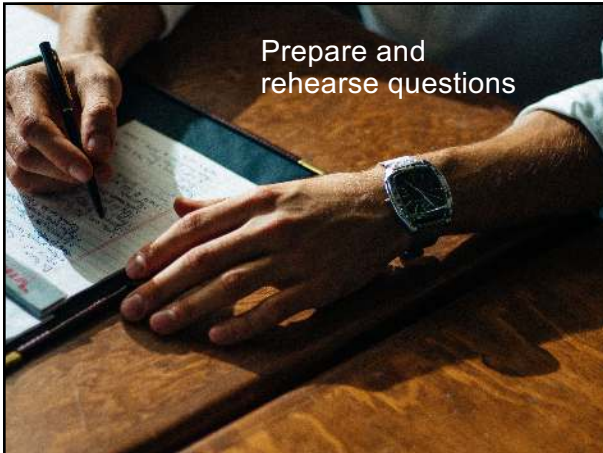
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- ❑ Tell me about yourself.
- ❑ Why are you interested in this role?
- ❑ What are your strengths?
- ❑ What do you consider to be your biggest professional achievement?
- ❑ Tell me about a challenge at work and how you dealt with it.
- ❑ What are you looking for in a new position?
- ❑ Why are you leaving your current role?
- ❑ Why do you want to work at *this* company in particular?

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- ❑ What does a typical day in the life of this role look like?
- ❑ What are the company's goals this quarter?
- ❑ How would you describe the ideal candidate for this position?
- ❑ Where does this role sit in the organization, and what other groups will I be working with?
- ❑ Can you walk me through the next steps of the hiring process?

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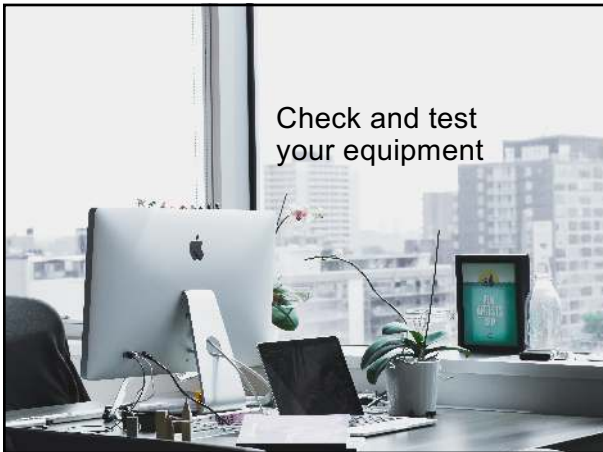
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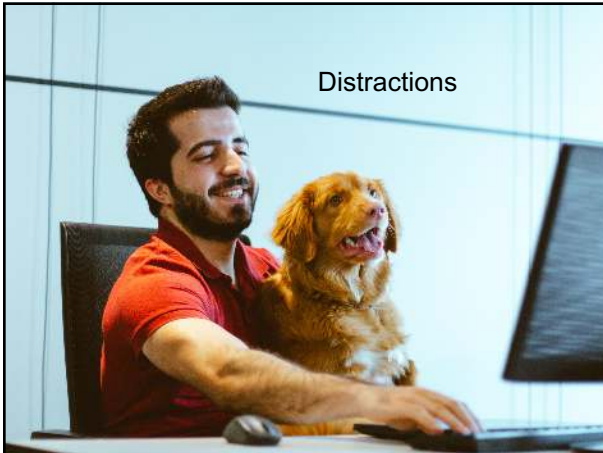
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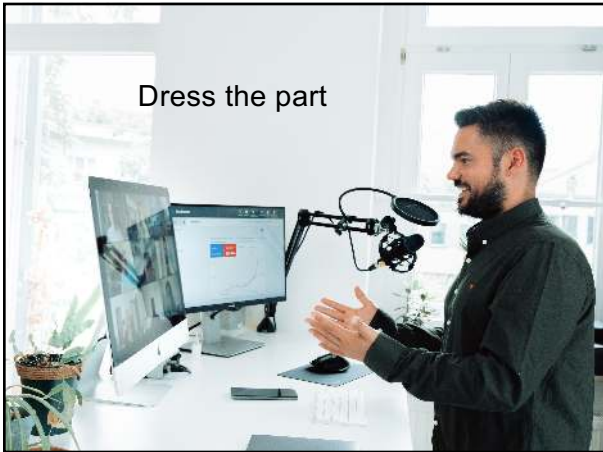
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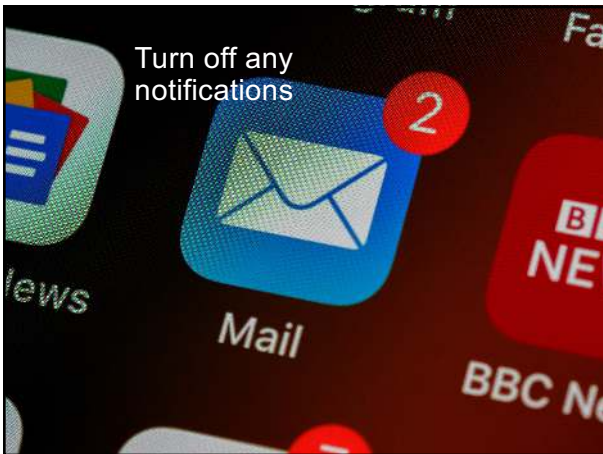
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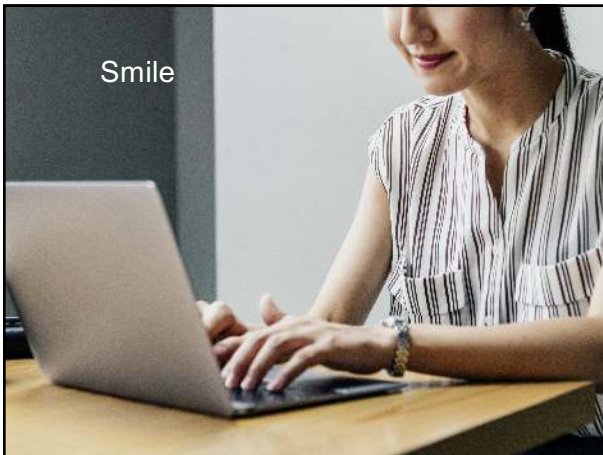


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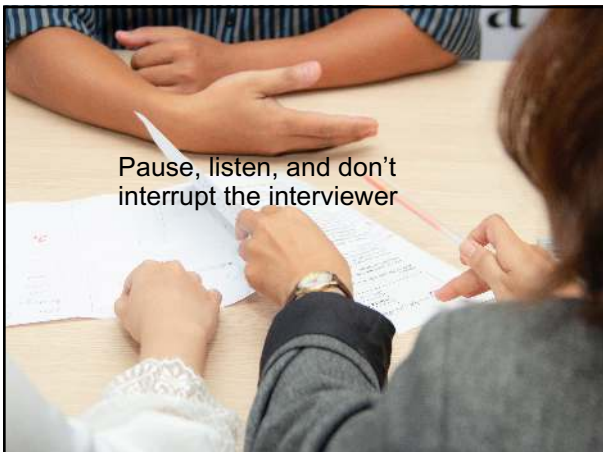
Look into their eyes

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Smile

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Pause, listen, and don't interrupt the interviewer

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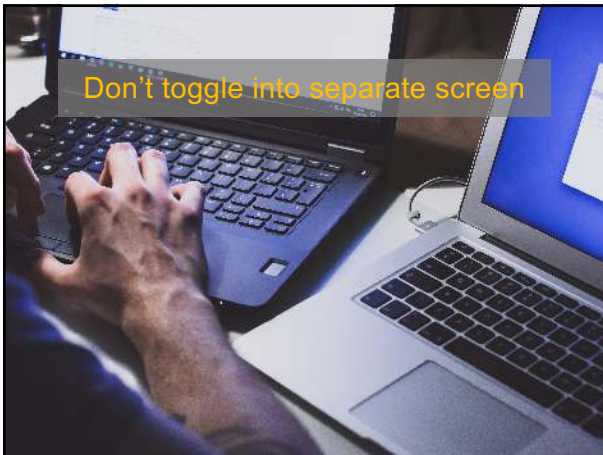
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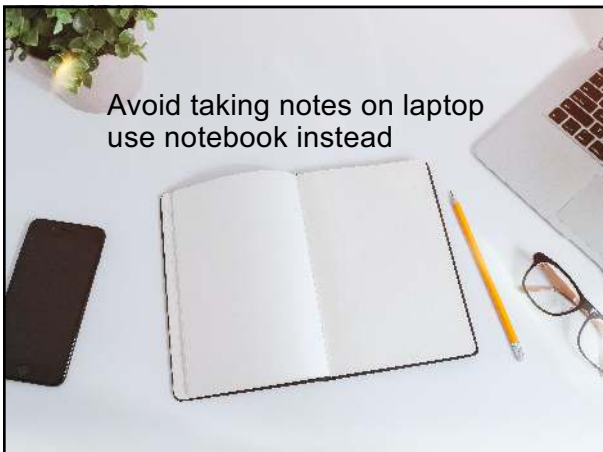
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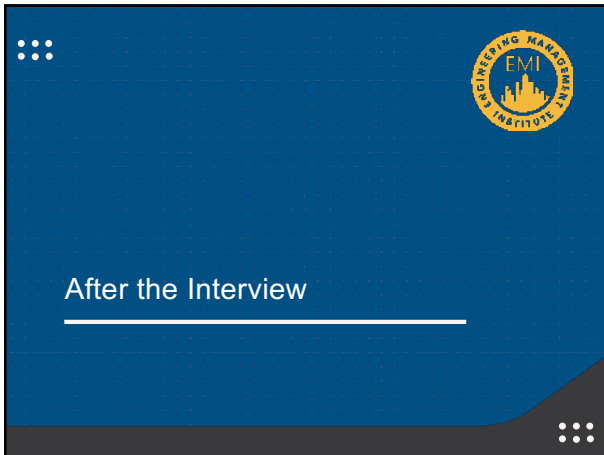
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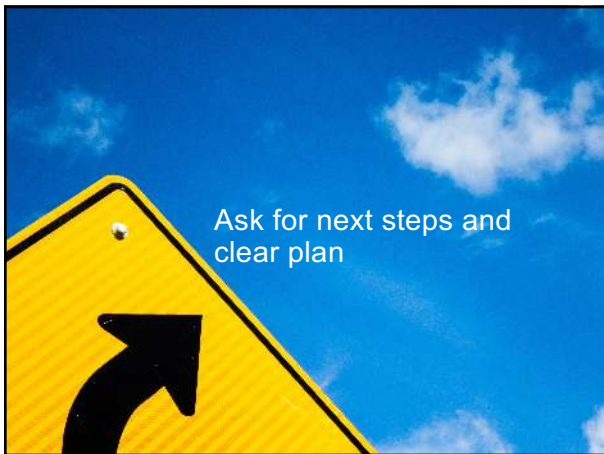
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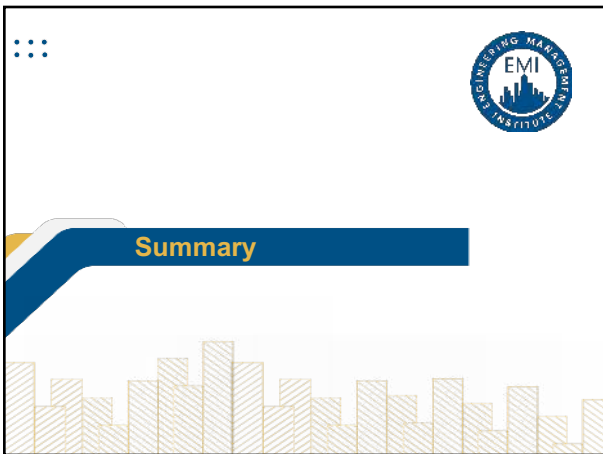
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Before the Interview

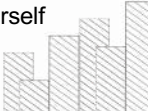
1. Research the company and your interviewer(s)
2. Know the job description
3. Prepare list of reference
4. Prepare your portfolio
5. Prepare and rehearse questions
6. Virtual interview preparations
7. Prepare interview kit



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During the In-Person Interview

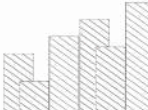
1. Arrive early	6. Smile
2. Make a good impression	7. Pause and listen
3. Get resume ready	8. Be sensitive if they are comfortable with face coverings
4. Do not speak negatively about previous employers	9. Show you're motivated and market yourself
5. Look into their eyes	



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During the Remote Job Interview

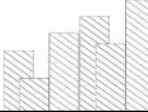
1. Forego virtual background
2. Don't toggle into separate screen
3. Avoid taking notes on laptop, use notebook instead
4. Treat video interview like in-person interview




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After the Interview

1. Ask for next steps and clear plan
2. Thank the interviewer(s)
3. Follow through



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QUESTIONS / DISCUSSIONS

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