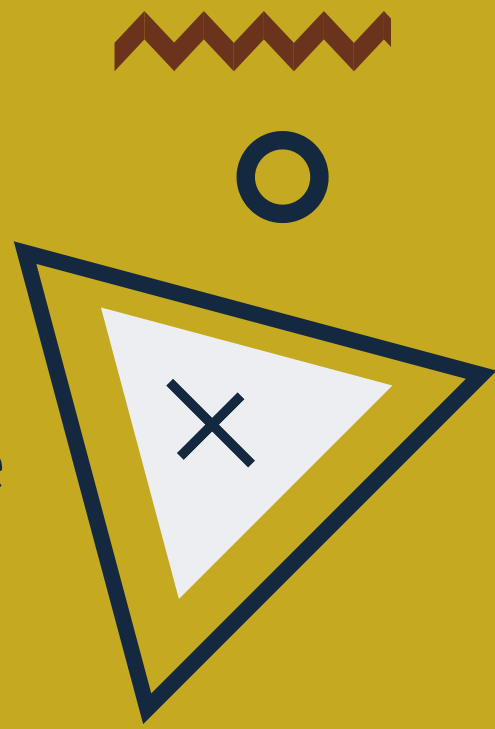


# Let's Get You Ready For Your Digital Interview

Digital interviews are cost effective for companies as a first-level screening of candidates.



## Important Things to Remember

### 1 Technology is not always friendly

Talking to a camera or computer without human input or responses may feel unnatural. The exchange may be limited to programmed questions. Be sure you have a stable Internet and reliable computer or phone.

# 1

### 2 Use your best listening skills

Try to avoid rushing to respond. Listen carefully to questions. If possible, repeat it back to yourself your thoughts, then answer. Questions will likely be related to the job and skills.

# 2

### 3 Match your skills to the job

Companies use these systems because they work. Do research about the job requirements and the company. The system is screening to see if you are a fit for the job. Study the job posting.

# 3

### 4 This is a real interview

This is your opportunity to present reasons why you are a viable candidate for the position. The session will be recorded and likely viewed by other decision makers, convey your personality and enthusiasm for the company.

# 4



**RESUME  
& CAREER  
SERVICES**

### 5 Think like the hiring manager

The objective is to determine who warrants moving to the next level for an interview. The manager wants to find a candidate who can contribute to the company's mission and fit into the culture. Be sure to have your resume in hand for reference. Depending on the system have short answers about your career progression and related accomplishments.

# 5