

**Things to keep in mind before the interview:**

1. Your computer is up to date with the required software
2. Plan to sit in a space with good lighting, in front of you
3. Try to sit in front of a wall or curtain, ideally the wall or curtain should be a plain colour and the space the camera captures should be clutter free
4. Angle the camera to completely see your head and shoulders
5. Test your camera and microphone before you begin – Hint: place a sticker next to your camera to encourage you to look at the camera and replicate looking at the interviewer directly
6. Plan to wear clothing that reflects the company's image – Remember they will only see the top half. Tip No sweatshirts, tank tops, or stretched out t-shirts
7. Prepare answers to common interview question as you typically would for an in-person interview:
  - Tell us about yourself
  - Why should we hire you?
  - What is your 5-year plan?
  - What is your biggest strength/weakness?
  - Tell me about a time when... you overcame a challenge, showed determination, exceeded expectations.

**Immediately before and during the interview:**

1. Make sure your computer is plugged in or fully charged.
2. Login and be prepared 15 – 20 min before the start time, have a written copy of the direction for logging in handy EX: Zoom number and entrance key code
3. Check that you are comfortable, and free of distractions and your lighting is good
4. Arrange notes and papers in a professional manner – Do not read directly off of any note paper
5. Please note that once your login, you are being observed. Keep your microphone and camera on at all times unless you are asked to mute your microphone
6. Smile and remember that all interviews are designed to communicate your suitability for the job or role, so you need to communicate your skills – If you need assistance your Career Coordinator can assist with mock Interview questions
7. Answer completely – using the S.T.A.R approach (Situation, Task, Action and Results)
8. Be prepared at the end to ask a question  
Examples
  - What are other people who have done this role before now doing?
  - What is the most challenging/rewarding part of this role?
  - What do you enjoy most about working here?
  - What will be the first priorities I will need to tackle once I'm hired?
9. Remember to say thank you and log out before speaking or moving around

**Need more help?** Visit Career Services in GH108 | Call: 416-798-1331 ext. 6288 | Email:

[career@guelphhumber.ca](mailto:career@guelphhumber.ca)

Job and Placement Portal: [ghworks.guelphhumber.ca](http://ghworks.guelphhumber.ca)