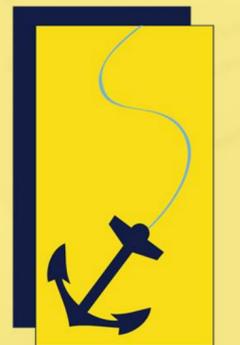




Interview Tips for Acing Remote Interviews



Select

Training and Management Consultancy L.L.C.

Common Mistakes made in remote interviews

- ⚡ Being late for the interview
- ⚡ Inappropriately dressed
- ⚡ Background is inappropriate
- ⚡ Not knowing how to use the technology correctly
- ⚡ No knowledge (*even basic*) about the company or position
- ⚡ Too many disruptions and distractions
- ⚡ Not knowing answers to standard job interview questions
- ⚡ Not able to answer questions from CV
- ⚡ Inappropriate presence on social media
- ⚡ Criticising a previous employer
- ⚡ Asking questions at the wrong time
- ⚡ Not asking questions



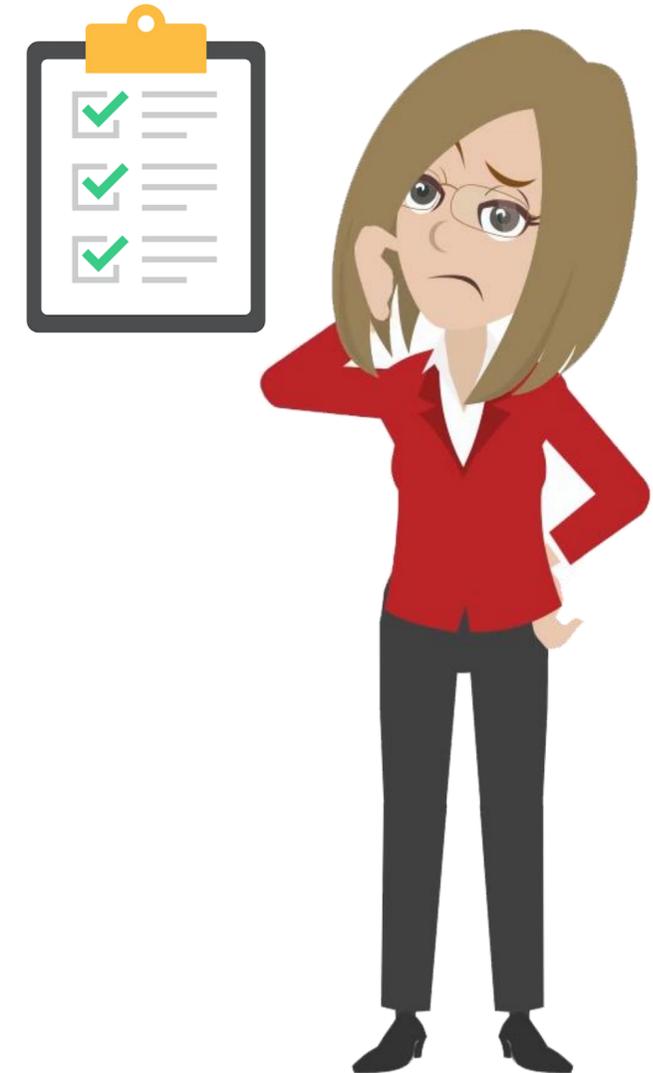
Common Mistakes made in CVs

- ⚡ Not in a professional format
- ⚡ No contact information
- ⚡ No date/duration of employment specified on all work experiences listed
- ⚡ Dates not mentioned in education
- ⚡ Employment history is not in chronological order
- ⚡ Skills - incorrect bullet point formatting
- ⚡ Gaps in CV between jobs and education
- ⚡ Inconsistent page transitions
- ⚡ Irrelevant information: no need to write why you left your previous jobs
- ⚡ Incorrect formatting for job title and company name format – not in chronological order
- ⚡ Spelling mistakes
- ⚡ Messy page transition



What to prepare 30 minutes before a remote interview?

- 🔗 Prepare the space
- 🔗 Switch on all equipment
- 🔗 Check for updates and do a test run
- 🔗 Get the lighting right
- 🔗 Test the microphone
- 🔗 Get the angle right
- 🔗 Practise looking into the camera
- 🔗 Carry out your final self-check – hair, attire etc...
- 🔗 Have your CV near you
- 🔗 Prepare and rehearse questions
- 🔗 Review all other documents (depending what stage you are)
- 🔗 Have information about the company near you



1. Keep it simple
2. Mention relevant facts
3. Update your CV regularly
4. Keep your contact details updated
5. Attach a cover letter
6. Drop the occasional industry buzzword to appeal to the Applicant Tracking System (ATS) (but not too many)
7. Use concrete numbers to demonstrate your value
8. Apply on Sundays, not on Thursdays



The acronym STAR stands for:

- 📍 Situation
- 📍 Task
- 📍 Action
- 📍 Result

It is a universally recognised communication technique designed to enable you to provide a meaningful and complete answer to questions asking for examples. At the same time, it has the advantage of being simple enough to be applied easily.

Step 1 Situation or Task

Ask to describe the situation that they were confronted with or the task that needed to be accomplished.

For example: "Describe a situation where you had to deal with a difficult person, explain how you came to meet that person and why they were being difficult."

Step 2 Action

This is the most important section of the STAR approach where you asks the candidate to demonstrate and highlight the skills and personal attributes that the question is testing.

What they did and how they did it? You want to know how they reacted to the situation.

For example: "Describe how you used the team to achieve a particular objective and how you used your communication skills to keep everyone updated on progress."

You can then ask:

- 📍 "Why you did it?"
- 📍 "How did you ask him to calm down?"
- 📍 "How did you explain the nature of the problem?"

Step 3 Result

Ask what happened eventually – how it all ended. Also, use the opportunity to ask what they accomplished and what they learnt in that situation. This helps make the answer personal and enables you to highlight further skills.

Examples of Questions:

- 🔗 *“Give me an example of how you have dealt with an under-performing team member in the past.”*
- 🔗 *“Can you give me an example of a time when you had to motivate and develop a team in a challenging work environment?”*
- 🔗 *“Can you give me an example of a particularly difficult customer you had to deal with and how you used your skills to successfully overcome the problem they had?”*
- 🔗 *“Describe how you have brought about business change through use of technology and process re-engineering, describing what particular techniques you have employed, e.g. 6 Sigma, Lean management, etc.”*
- 🔗 *“Tell me about a difficult obstacle you had to overcome recently at work. How did you overcome this?”*
- 🔗 *“Please tell me about a situation where someone was performing badly in your team.”*
- 🔗 *“Tell us about a time when someone asked you to do something you objected to. How did you handle the situation?”*
- 🔗 *“How do you deal with stress?”*
- 🔗 *“Describe a time in which you received negative feedback from an employer, colleague, or client. How did you manage this feedback? What was the outcome?”*
- 🔗 *“Describe a situation in which you changed your approach in the middle of a project. What made you decide to change your approach? How did you work to implement this change smoothly?”*