



1 COMPLETE THE EMPLOYMENT APPLICATION

The employment application helps us get to know you and your qualifications. Please fill out all requested fields, but we ask that you do not write “see resume” as an entry. A thorough application is the first step to a successful interview, and we appreciate your attention to detail.

2 PROVIDE PROFESSIONAL REFERENCES

On the employment application, please list the name and contact info for your references. We recommend confirming with your references in advance that they are willing to speak with us. Additionally, we ask that references be a former supervisor or co-worker. We will not accept family or friends as references.

3 DO YOUR RESEARCH

Conducting research on our website and reviewing the job description will prepare you for your interview. Arriving with foundational knowledge of the company and job requirements will better enable you to ask relevant questions.

4 DRESS FOR SUCCESS

Dressing professionally will get you in the right mindset to put your best foot forward. While our offices have a business casual dress code, we recommend that it's best to overdress (rather than underdress) if you are unsure what to wear.

5 ARRIVE ON TIME AND PREPARED

Prior to your arrival, check that you have filled out the employment application completely. It's a good idea to pack copies of your resume, references, and portfolio (if applicable). Plan to arrive about ten minutes before your interview to allow time to get settled and observe the workplace dynamics.

When you arrive for the interview, don't forget to shut off your phone, and if you were chewing gum please dispose of it. These small gestures will enable your interviewer to focus on getting to know you without any distractions.

6 CONSIDER YOUR BODY LANGUAGE

Your interviewer will be interested in what you have to say and body language can also help deliver your message. Effective forms of body language include smiling, eye contact, nodding affirmatively, and good posture. Using engaging body language sets a positive tone.

7 ASK QUESTIONS

Asking questions demonstrates your interest in the job and also gives you an opportunity to learn more about the topics of interest to you. Even if the hiring manager was thorough in discussing the role, use this opportunity to engage with your interviewer. Not sure where to start? Consider using our sample questions to kick things off:

- What should I know about the company's culture in order to be successful?
- What qualities do you look for in direct reports?
- What does training look like in the first 6 months?
- How will I know in 3 months if am successful in the role?
- How did your career advance at GUARD?
- When will you decide on filling this position?

SEE YOU SOON!

We look forward to meeting with you soon. Please contact your recruiter if you have any questions about the interview process.

TIPS *for a Successful* VIDEO INTERVIEW



HOW TO PREPARE

- Find a quiet, private, well-lit place, free from possible interruptions with a background behind you that is neutral and free from clutter.
- Ensure your internet connection is stable.
- Check that your computer's audio is working.
- Test your computer's webcam.
- Dress professionally, the same way you would for an in-person interview. While it's likely that the interviewer will only see your upper half, it's still a good idea to wear professional pants or a skirt in case you need to stand up for any reason.
- Clear the desk space, except for a notepad, pen/pencil for you to take notes and a copy of your resume.

DAY OF YOUR INTERVIEW

- ✓ Ensure that you won't be interrupted, either by locking the door or by alerting others that you can't be disturbed (a note on the door of the room as well as the door to the outside may be helpful).
- ✓ Make sure there is light in front of you, either from a window or a lamp so you're not backlit or in a shadow.
- ✓ Set out a glass or bottle of water for yourself.
- ✓ Close any windows, tabs or applications on your computer that you're not using.
- ✓ Set your phone to silent.
- ✓ When listening, nod and smile to show you are engaged.
- ✓ Use hand gestures when appropriate.



WHAT IF THINGS GO WRONG



VIDEO OR AUDIO STOPS WORKING

Before the interview, ask the interviewer for a phone number where you can reach them if you experience technical difficulties. If the video cuts out, call them at that number. Ask if you can continue the interview by phone or if you can reschedule.



A NOISE INTERRUPTS THE CONVERSATION

If noises (sirens, construction, etc.) interrupt your video interview, apologize for the interruption and ask for a few moments until the noise has subsided. You may want to mute the microphone if the noise is severe.



SOMEONE ENTERS THE ROOM

If housemates or pets enter the room while you're interviewing, apologize to the interviewer, ask for a few moments, mute your microphone and turn off your camera, and then step away to deal with the interruption. Make sure that the room is secure before beginning the interview again.