

# FIRST INTERVIEW TIPSHEET

## Making a Great First Impression Via Video Interviews

### PRE-INTERVIEW

#### Investigate, Investigate, Investigate

Your goal is to know everything you can about the church and the position as possible

- Church Website
- Google Search
- Facebook and Social Media Pages
- Facebook Reviews (/reviews)
- Sleuth staff members social media posts

#### Set Yourself Up For Success

- Stable internet connection
- Put your phone in silent mode
- Be engaged (close all other windows and give your full attention)
- No pets, spouses, or kids (lock your door)
- No cars or coffee shops
- Test the video platform in advance (Zoom, Skype, Meet, Teams, WebEx)
- Camera should be slightly above eye level (point at forehead)
- Look at the camera
- Don't put your laptop on your lap... ever
- Clean, clear, professional background
- No virtual backgrounds
- Avoid headsets or over the ear headphones
- Lighting and Video need to be well-thought out

#### Prepare Your Answers In Advance

Things you KNOW will come up (If you don't answer these quickly and concisely, they will derail your interview):

- Why are you leaving your church?
- Tell me about your divorce.
- Tell me about the gap in your resume.
- Why were you fired?
- How much money do you need?
- Why our church? Why this position?

### INTERVIEW DAY

RULE #1: Treat this like an in-person interview (because it is)

- Log-in Early (10 minutes)
- Dress professionally. Pants are optional. But wear pants (and shoes)
- Have a copy of your resume handy
- Have a copy of the job posting/job description handy
- Mind the 'Digital Handshake'
- Be Conversational, but keep your answers short and concise
- Don't interrupt the interviewer
- Use stories whenever possible
- At the end, share your appreciation for the opportunity and feel free to ask for next steps if they aren't freely offered

### AFTER THE INTERVIEW

- Follow-up within 2 hours of the interview's completion.
- Additional follow-up if necessary, but give them time.