

VVI Instructions/ Tips

The Virtual Video Interview (VVI) will take about 30 - 45 minutes. However, an hour is allotted so you can review and re-record if necessary within your scheduled appointment. time. The questions you will be asked are provided below, as well as instructions/tips to get the best results. Good preparation makes for a more confident, comfortable interview and is a key factor in creating the image you want to project in your VVI. **Arrive 10 – 15 minutes early for your VVI appointment.** If you wish to have your VVI critiqued, contact your career counselor to schedule an appointment.

Questions Asked by the Virtual Interviewer: You may choose from six sets of questions. There are three sets for interviewees with under two years experience and three for interviewees with over two years of experience. However, it is your choice which questions to use, regardless of the amount of experience you actually have.

QUESTIONS: UNDER TWO YEARS OF EXPERIENCE		
Option 1	Option 2	Behavior-based
What are your long term career goals?	Please tell me about the best decision you ever made.	What led you to choose your major or field of study and why?
How do you handle challenges that stand in the way of your goals? Give some examples.	Describe the characteristics of the ideal supervisor.	Tell me about extracurricular activities you had in college. For example sports, student government, part-time work, volunteering, etc.
Please tell me about an orderly way to make decisions	Give me examples of how you handled stressful situations in the past.	What skills and experiences have you had inside or outside the traditional academic environment which will prepare you for your chosen career?
Describe your computer skills with examples of specific software programs that you are proficient in.	What aspects of your last job did you like least, and why?	What motivates you to put forth your greatest effort? Describe a situation in which you did so, and what difference did you make?
What aspects of your last job did you like best, and why?	What are your greatest strengths?	Tell me why you should be hired into this position with little to no relevant experience?
What are your greatest strengths and weaknesses?	What are your weaknesses?	Give an example of how you handle multiple tasks simultaneously and expand on how you monitor progress on the above tasks.
What motivates you to be successful?	Give me an idea about what you did at your last job	Give an example of a task or project you completely initiated without being asked to do so. Describe any obstacles and how you handled them.

QUESTIONS: OVER TWO YEARS EXPERIENCE		
Option 1	Option 2	Behavior-based
What are your long- term career goals?	Please tell me about the best decision you ever made.	Discuss the most difficult decision or problem that you have been forced to solve in the last 6 months. Review how you analyzed the situation, the solutions, and the final outcome.
How do you handle challenges that stand in the way of your goals? Give some examples.	Please tell me about an orderly way to make decisions.	Explain a project or task where you had to motivate a group to work together. How did your actions directly influence the group's effectiveness?
Describe your computer skills with examples of specific software programs that you are proficient in.	What aspects of your last job did you like best, and why?	Give an example of both positive and negative feedback that you had to communicate to a subordinate. How did your approach change when the individual on the receiving end was a peer or a supervisor?
Describe the characteristics of the ideal supervisor.	Give me examples of how you handled stressful situations in the past.	Discuss a disagreement that you have had with a co-worker or boss and its ultimate impact on your relationship with that person.
What are your greatest strengths and weaknesses?	What aspects of your last job did you like least, and why?	Describe a project or task where it was your role to delegate responsibilities to others. How did you track the progress of other's efforts?
If you were to review your past jobs, describe for me your most challenging project and explain how you used your skills to manage the project.	How do you handle difficult employees?	Give an example of an action plan you implemented, and the steps you followed to track progress and complete the project. How did you overcome obstacles?
What motivates you to be successful?	How do you encourage your employees to reach their potential and utilize their skills?	Give an example of a task or project you completely initiated without being asked to do so. Describe any obstacles and how you handled them.

What to Wear

- Dark-colored business jacket with white or pastel shirt. Men should wear a conservative tie, with little or no pattern. Bold colors or patterns are distracting, so it's best to dress conservatively.
- Jewelry should be simple and basic. Any jewelry that dangles or makes a sound is distracting. In some work settings earrings for men is not accepted.
- Since your interview "frame" will be your face and shoulders, it isn't necessary to wear professional attire below the waste for the VVI.

During the Virtual Video Interview

1. Prior to recording, make sure to sit between the two blue lines so you are centered on the screen. While you may need to rearrange the camera so that it focuses directly on your face and shoulders, please do not adjust the camera base. For best results, look directly at the screen.
2. You will be asked to enter profile information (i.e. name, address, etc) so the VVI video can be labeled with your name.
3. You have the option to complete the employment information profile and/or upload your resume. If you choose not to do this, after entering your name, clicking "next" will take you to the actual interview.
4. The camera will not start recording until you click "Yes, I give my permission" [to be recorded]. This screen appears after you meet the Virtual Interviewer.
5. If you don't like your response to a question, you can't go back until you have finished all the questions. When asked if you would like to finish or re-record the interview, select *re-record* and you will be asked all the questions from the beginning. Once the interview begins, the camera doesn't stop. It will capture both non-verbal and verbal behavior.
6. Smile normally, just as you would while talking with someone.
7. You can re-record your interview as many times as you like within your scheduled appointment time before submitting your VVI. Be sure to review your recording before selecting "publish recording".
8. Once you've selected "publish recording" your interview is transmitted to the VVI database. When this is completed you will be asked to click "submit", which will release your VVI for **approved** viewing, but employers will not be able to view it without your permission. Only you can provide access to your VVI, with the link you'll be given via email.

After the Virtual Video Interview

- § You can schedule another appointment to redo the entire Virtual Video Interview, if you're not satisfied with your current video.
- § **If you wish to have your career counselor critique your VVI before releasing to an employer...** stop by the Career Center reception desk or call 974-2171 to make an appointment for a VVI critique.