8 KEYS TO LEVEL UP YOUR VIRTUAL NETWORKING & JOB INTERVIEWS
YOU'VE GOT THIS!

Okay, so you’ve begun your job search, started virtually networking, and maybe you’ve made it to the interview (High Five! 🙌), but the work doesn’t stop there. The real effort comes in how you differentiate yourself in the networking and interview process so you can kick start your career and land your ideal job.

No matter how many job interviews you’ve been to, they can often be a source of stress and anxiety – mainly because of the unknown. You might wonder… What are they going to ask me? What do I wear? What if they ask me a question and I don’t know the answer? How do I tell them what makes me awesome without sounding like I’m bragging? What if… what if… what if…

Whether you feel excited, nervous, expectant, anxious… we hope these 8 tips and practice exercises will help you focus on what matters before, during and after the interview so you make the most positive impression - without feeling overwhelmed - while staying true to yourself and authentically proving your value.
1. VALUE YOUR VALUES BY COLLECTING "COINS"

You are so much more than your resume! That's why networking and job interviews can sometimes feel like a strange or even limiting way to connect and share your authentic story. But there's hope for making the process more comfortable, and it starts with resetting your self-awareness and strengthening your sense of self-worth. You've already got tremendous value, and no career transition skill is more important than remembering this truth.

Try a game-based approach to feeling more confident by collecting "Coins"

Coins are things that you value, and they help define your values. They are hobbies, interests, activities, achievements, goals, and positive moments you've experienced in your life. A Coin could be anything that has meaning to you, no matter how big or small, and it will bring a smile to your face just thinking about it.

When sharing and/or collecting "Coins", use this three-part strategy:
1) Know your own Coins and connect them to your value as a professional.
2) Collect Coins from others by asking and listening to what matters to them.
3) Find the Coins you have in common with others and celebrate those authentic connections as a way to get beyond your resume to the real you!

Even if you've got realistic doubts ("But I didn't land an internship before graduation", "But I don't have any experience in my industry", "But I freeze up when I'm talking to someone new") the best way to get unstuck and move forward is to shift your worries into remembering what strengths you DO have. Remembering your Coins and sharing these stories to build connection with potential employers can help you overcome resume-related question marks. You'll naturally light up when sharing these stories, and you'll see first hand how talking about the things you value helps you prove your value to professional connections and potential employers.
While Coins are things that give you value beyond your identity in your career, they can also be used to help you prove your value as a professional.

**TRY THIS!**

List three Coins in each category that make you feel uplifted, that can also answer questions about work ethic, leadership, or tenacity, and that can be used to answer gaps in your resume or experience.

<table>
<thead>
<tr>
<th>TEAM:</th>
<th>ACTIONS:</th>
<th>EXPERIENCES:</th>
<th>INTERESTS:</th>
<th>BONUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. EDIT YOUR PUBLIC SOCIAL MEDIA PROFILES
If you think companies are only looking at LinkedIn, think again! According to a 2018 CareerBuilder survey, 70 percent of employers use social media to screen candidates during the hiring process. That means more and more hiring managers are digging into your social media profiles and channels (Instagram, Twitter, Twitch, TikTok) just as much as they're reviewing your resume and references. To ensure your interviewers and potential employers don't get the wrong picture, take time to remove all photos, videos and other content from your platforms that's not aligned with your personal values and professional brand for your career.

3. RESEARCH THE ORGANIZATION
As soon as you receive confirmation for the networking event or set your interview date / time, set aside ample time to research the organization before the meeting. Key things to look for include: what products and services they offer, their position in the industry, who their competitors are, and what successes and challenges they've had over the last few years. An easy way to find insight is to search for news results. Search for the organization, executive leaders, and the person interviewing you.

4. PRACTICE COMMON INTERVIEW QUESTIONS
Prepare for the interviews and networking conversations by reviewing common questions that you’re most likely to be asked. Review your resume and experience timeline, identify your strengths, your weaknesses, why you’re leaving your current job (if you have one), how your internship prepared you for your career (if you completed one), and why you feel you’re right for the position and organization. This is the moment to remember your worth! Practice with confidence as if they'd be lucky to have you.
Tell me about yourself.
(We get it- this one is more of a statement than an actual question. Nevertheless, you'll encounter this prompt often, and you can use it as an opportunity to find connection points with the person conducting the interview, while also sharing stories to plant seeds about your character, work ethic, and leadership qualities.)

What are your weaknesses?
(One way to handle this question is to position an overdeveloped strength as a weakness. For example, "When working on a project I'm all-in. Because of this, I can at times lose sight of other important things in my life such as family or friends." In this way a strength has become a weakness. Be sure to also further explain to the interviewer what you are doing to address the weakness.)

What are your strengths?
(Use the job description as a road map here. For example, if the post says they are looking for someone who is able to work in a fast-paced and dynamic environment, then have an answer plus at least one example that proves that is true.)

Why should we hire you?
(This is a great opportunity to remind the interviewer of the skills you bring that qualify you for the position as well as articulate ways you're a good fit for the organization.)
DURING THE MEETING

5. BE SURE YOUR SIGNALS MATCH YOUR WORDS
Because your contact has a limited view of you, your body language and physical presence play an important role in the online interviews and virtual networking events. Be sure your setup allows you to sit up straight with ease rather than slouched over. Because you’re looking at a camera, remember to smile and activate your facial expressions so you appear engaged and excited to be there. Speak with confidence and clarity, knowing you’ve prepared well.

6. PROVE YOUR VALUE WITH EXAMPLES
Don’t just make blanket statements like "I’m a hard worker", "I’m a team player", "I’m a leader", etc. but prove those statements are true by giving a story as an example. The statement is only part of the answer. By adding value to your statement with examples, you will show how the statement is true.

7. HAVE SOME QUESTIONS OF YOUR OWN
You might get to ask questions while networking, but most interviews will conclude with an interviewer asking, “Do you have any questions for me?” Do your best to avoid saying "no". Prior to the interview, write down a few questions you have to ask the interviewer. This will demonstrate your care, interest, and knowledge of the company.

AFTER THE EVENT

8. SEND A THANK-YOU
Within 48 hours of the conclusion of your meeting, send a thank-you to the person who interviewed or invited you. A handwritten note is best, but at the very least, follow up with a thoughtful email. Be sure to thank them for their time and the opportunity to interview, reference key details discussed in the interview, and remind them of your enthusiasm for the position. Don’t skip this!
DRESS FOR SUCCESS
You may have heard the adage, “You never get a second chance to make a first impression.” While this is certainly true, a big part of that first impression is your attire. Be sure you still dress as if you’d be interviewing in-person. And even though the interviewer will probably only see the top half of you, put the whole outfit on.

SILENCE ALERTS
Before you enter the virtual networking room or begin the interview, be sure to turn off alerts and pop-ups that may happen in the background—on your laptop and your phone. Not only will this eliminate an extra distraction, but these things could interrupt or cause issues with your connection.

HAVE A BACKUP READY
No matter which device you are using for your online interview, have a backup plan ready in case any technical difficulties arise. For example, if your computer loses connection and you already have the platform ready to go on your smartphone, you’ll be able to transition quickly with minimal stress.

Location = game changer!
You’ll want to choose your virtual meeting location very carefully. While cars, coffee shops, and campus common areas are cool for meeting friends, they’re probably not an ideal environment to virtually interview with a prospective employer.

The ideal spot would be a secluded room with good lighting and minimal distractions in the background. Do your best to avoid windows near busy streets, and make sure any children or pets are out of the house or at least supervised so you can do the interview without interruption.
I have read the “7 Keys to Level Up Your Next Remote Job Interview” and I have clear, new action steps to help me prove my value to a potential employer.

I've taken a moment to reflect on my Coins and the things I value (that help me prove my value in the job search), and I'm ready to collect Coins from others.

I have reviewed my social media profiles and have re-aligned my content with my personal values to make sure hiring managers get the best impression of me.

I’ve researched the companies I’m networking and interviewing with and I’m ready to engage about their products, services, and their position in the industry.

I have determined which device I’ll be using for my virtual meeting (with a back-up option ready) and I’ve downloaded the app/software in advance.

I’ve chosen the space for my meeting and have checked the lighting, sound, and camera placement to make sure I’ll make the best possible impression.

I have reviewed my resume and I’m ready to add stories for the major bullet points that provide brief, clear examples of my talent. Sharing Coins is my bonus plan.

I’ve reviewed the common interview questions worksheet and am ready to answer these questions (if asked) with examples, without sounding rehearsed.

I’m ready to prove my value with answers and examples of my strong work ethic, ability to work in a team environment, and leadership qualities.

I have three questions ready for networking and for my interviewers should I be given the opportunity to ask any during the interview process.
READY... SET...

This next step in your career journey doesn't have to be overwhelming. With the right guidance, some intentional preparation, and clear steps to practice, you can move from surviving the interview to thriving... and getting offered the job.

YOU CAN DO THIS.

G O  L E V E L  U P!

Powered by Game On Nation
https://levelup.gameonnation.com/advance