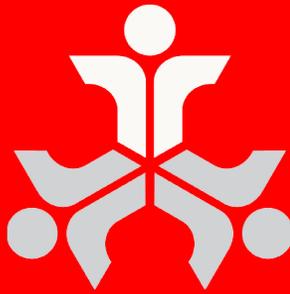


# How to Kill it in Your Next Virtual Interview!

Presented by Katie Sechrist, CTS  
Director of Operations at Carlton Staffing





# Presenter – Katie Sechrist, CTS

Katie Sechrist started her career in staffing in 2004 and her recruiting experience spans a wide variety of fields. She earned recognition from the Houston Area Association of Personnel Consultants as a 1<sup>st</sup> Place Annual Producer four years in a row (2015 through 2018). While in a recruiting role with Carlton Staffing she was a 7-time Quarterly Top Producer and a 2-time Annual Top Producer. Katie is also a 5-time recipient of Carlton's Million Dollar Club Award. Recruiting has always been her passion and in her role as Director of Operations she now focuses on the training and development of Carlton Staffing's recruiting team.

Katie is a member of the Junior League of Galveston County and also volunteers with Carlton Staffing Community Outreach partners such as: Kids Meals, ACS's Relay for Life, Operation Homefront, Star of Hope, Citizens for Animal Protection, and the Ronald McDonald House.



# 5 Steps to a Killer Virtual Interview!

1. Prepare for your interview
2. Set the stage.
3. Present your best self.
4. Follow up.
5. Stay positive!



# Step #1: Prepare for your interview

- Do your homework.
- Interview Prep Questions – practice your responses.
- Ways to strike out—know them so you can avoid them.
- Be prepared to talk about salary.



Do your  
homework...



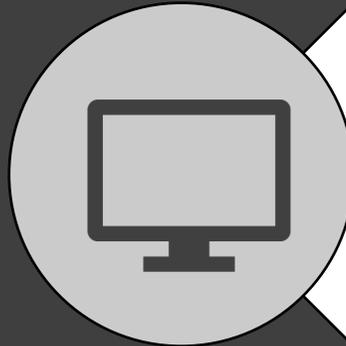
...on the  
company.



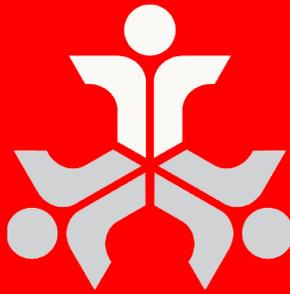
Do your  
homework...



...on the  
company.



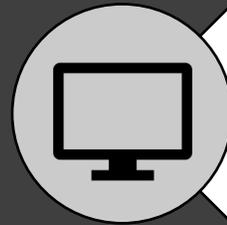
...on the  
position.



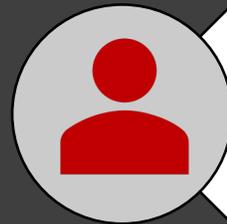
# Do your homework...



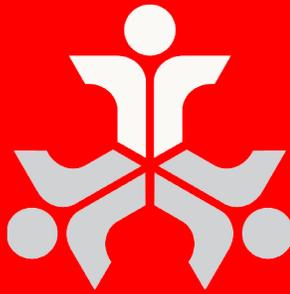
...on the company.



...on the position.



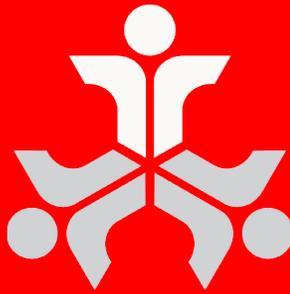
...on yourself.

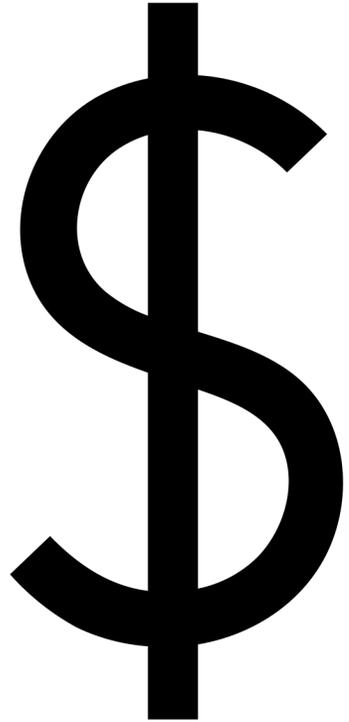




# Interview Prep Questions

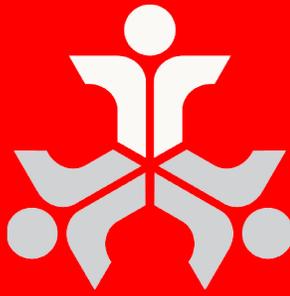
- What can you do for us that someone else cannot do?
- What are your weaknesses?
- What are your strengths?
- Tell me about a time you made a mistake in your career. How did you handle it?



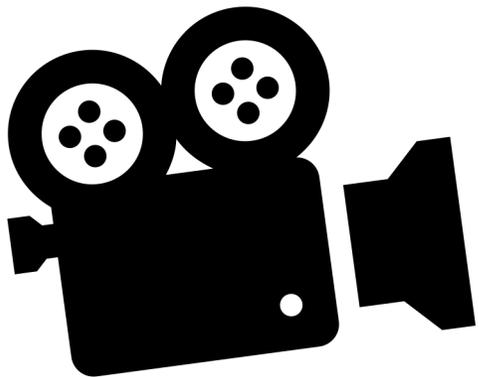


# Discussing Money

- Most companies want to make a fair offer.
- Be flexible.
- No amount of money will make a bad fit good.
- If you are asked what salary you are looking for, try to avoid quoting a specific figure.



# Step #2: Set the stage



BACKGROUND



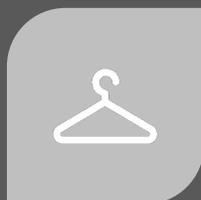
OUTSIDE SOUNDS



TEST YOUR  
CONNECTIVITY &  
INTERNET



LIGHTING



WHAT TO WEAR



WHERE TO LOOK-  
CAMERA ANGLE



BEST PRACTICE:  
FOLLOW UP WITH  
INTERVIEWER VIA  
EMAIL AFTERWARDS



# 7 Ways Job Seekers Strike Out in the Virtual Interview

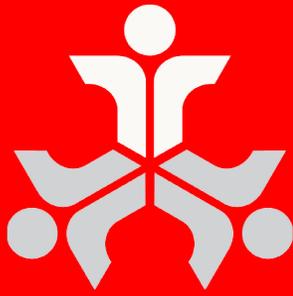
1. Late to join the meeting
2. Poor personal appearance
3. Sloppy or disorganized background
4. Lack of energy or enthusiasm
5. Poor eye contact
6. Unclear, mumbled, or quiet speech
7. Looking off-screen too often



Check your  
internet  
connection!



# Personal Appearance



Katie Sechrist



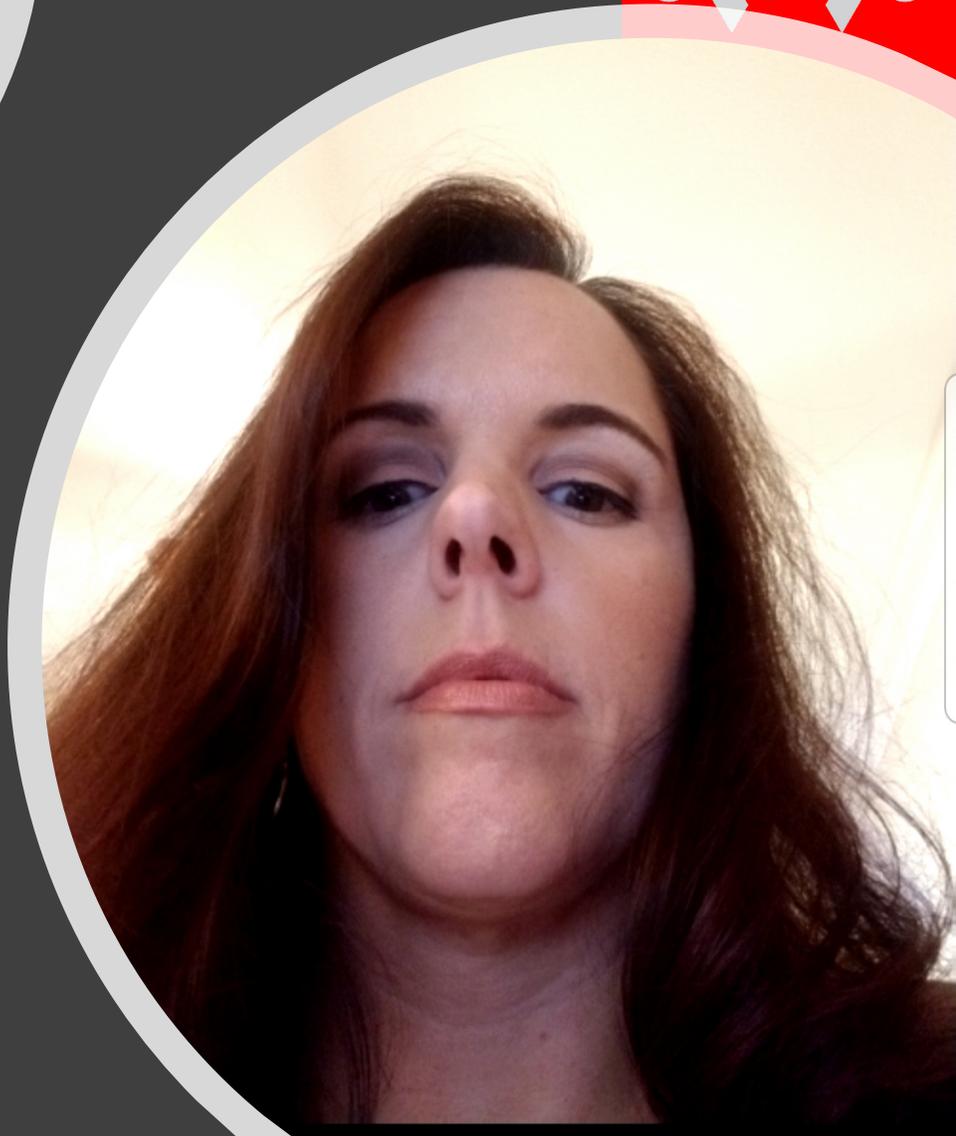
Katie Sechrist



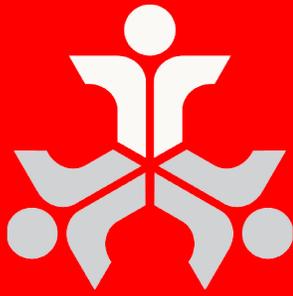


Inappropriate  
or disorganized  
background





Watch out for  
unflattering or mysterious  
shots!



Lack of energy or enthusiasm

# Step #3: Put your Best Self Forward

- Don't answer with a simple "yes" or "no."
- Stress your achievements, records and accomplishments.
- Answer all questions clearly and concisely – do not ramble on.
- Do not make derogatory remarks about previous or present employers.
- Tell your potential employer what you believe you can do for them versus asking what they can do for you.
- Always represent yourself honestly.
- Find their pain through the questions you ask
- Express how/why you are the solution to their pain



# “Do you have any questions for me?”

- What do you see ahead for your company in the next five years?
- Who are your major competitors and how do they stack up against you in terms of product, market share, methods of marketing, and sales? How do we measure success?
- What are three main qualities you are looking for in a candidate?
- What happened to the last person who held this position? What were their strengths/weaknesses?
- What are the career paths in this department/company?
- What would you consider to be the most important aspects of this job?
- What have been the department's successes in the last couple of years?
- What are the most immediate challenges of the position that need to be addressed?
- Why did you come to work here? What keeps you here?

***If you want this job—tell them! What are the next steps in the interview process?***

## #4 - The follow up

The body of the letter should address four main points:

Thank the interviewer for their time.

Express interest in and enthusiasm towards the company and position.

Highlight experiences or accomplishments that exemplify your qualifications.

Ask for the next meeting to be set up.

Katie Sechrist  
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Houston, TX 77573  
(713)867-5309  
[ksechrist@carltonstaffing.com](mailto:ksechrist@carltonstaffing.com)

May 5, 2020

Annette Monks  
President  
Carlton Staffing  
24 Greenway Plaza  
Houston, TX 77046

Dear Ms. Monks:

I appreciate the time spent with you discussing Carlton Staffing and the Director of Operations position. Thank you for the opportunity. I feel my qualifications, technical and personal, reflect those necessary to be successful in such a position.

At ABC Company I created a training program for new hires and developed an ongoing training and development strategy for the existing team of up to 15 recruiters. I am confident that I have the experience and drive to successfully bring new efficiencies and resources to the development of the team.

I am interested in the position of Director of Operations at Carlton Staffing. I look forward toward our next meeting to discuss this opportunity in more detail.

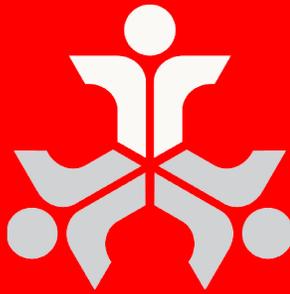
Sincerely,

*Katie Sechrist*

Katie Sechrist



# Step #5: Stay Positive



## VICTIM

What if I bomb this interview?

I'm desperate and I'll take anything.

I've been rejected so many times, I'm a failure.

What if they don't like me?

Another rejection, another waste of time.



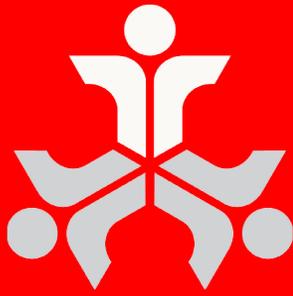
## VICTOR

I am interviewing *them* to be my next employer

"I am independently wealthy. I do not need this job."

Stand like a superhero

Hope for the best but be prepared for the no. No is not always a bad thing.



MAKE SURE YOUR  
WORST ENEMY DOESN'T  
LIVE BETWEEN YOUR  
OWN TWO EARS.

LAIRD HAMILTON / @INSPIRINGTHINKN

# Questions?

Additional questions?

Contact info:

[Ksechrist@carltonstaffing.com](mailto:Ksechrist@carltonstaffing.com)

