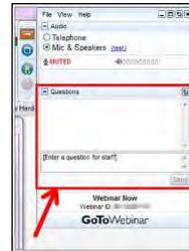
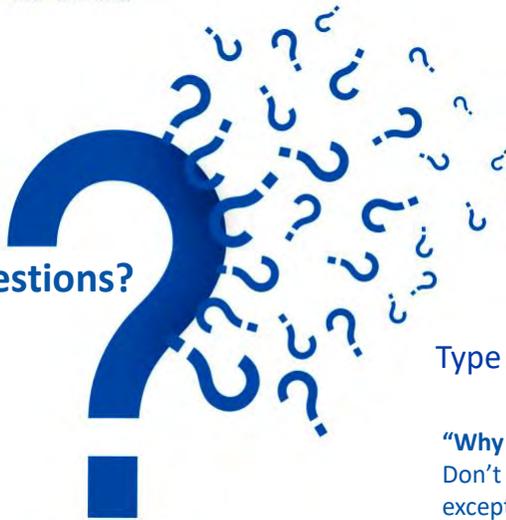




Have Questions?



Type them into questions box!

**“Why am I muted?”**

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## Free Upcoming ACS Webinars!



Thursday, July 2, 2020 at 2-3pm ET  
Speaker: Chris Mocella, U.S. Customs and Border Protection Laboratories  
Moderator: Andrew Maynard, University of Michigan

[Register for Free!](#)

#### What You Will Learn

- The basic "re-dox" principles in pyrotechnic reactions
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# INTERVIEWING

## in a COVID World



THIS ACS WEBINAR WILL BEGIN SHORTLY...

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### Interviewing in a COVID World



**Paula Christopher**  
Program Specialist & Certified Diversity Expert,  
The American Chemical Society



**Will Fuentes**  
Managing Partner,  
Maestro Group



**Benjamin Fiore-Walker**  
Manager, Department of Diversity  
Programs, American Chemical Society

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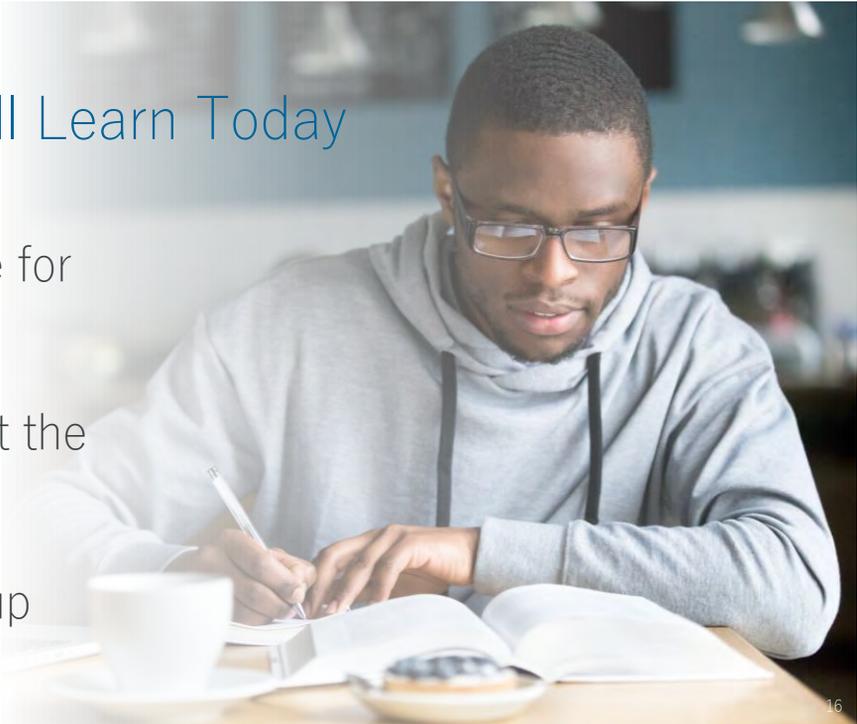


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# Interviewing in a Covid World

MAESTRO||GROUP

June 2020



## What You Will Learn Today

- How to prepare for an interview
- How to conduct the interview
- How to follow up

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Control What You Can Control

Mitigate Risk

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# How to Prepare for an Interview





## How to Prepare – A Few Days Before

- Research Company
- Research Interviewer
- Write down questions you have
- Test video conference tool (practice) and headphone and mic
  - Set up a video conference with a friend to test
- Practice the answer to “tell me about yourself” and “why do you want to work here”
- Write a template follow up email and have someone review it

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### Audience Survey Question

ANSWER THE QUESTION ON BLUE SCREEN IN ONE MOMENT



#### What is the best preparation tip you just learned?

- Researching the company
- Researching the interviewer
- Controlling what you can control
- Mitigating risks
- Practicing



*\* If your answer differs greatly from the choices above tell us in the chat!*

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## How to Prepare – The Day Before

- Reread your notes
- Have all of your questions prepared about the company
- Pick out your clothes
  - Dress professionally (top and bottom)
- Set up your interview space
  - Clean background (blank wall, window)
  - Make sure to turn on camera to see what it looks like (no witness protection)
- Practice the answer to “tell me about yourself” and “why do you want to work here”
- Get a good sleep!



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## How to Prepare – The Day of the Interview

- Get your energy up
- Start the day with a smile
- Be careful with what you eat
- Don't watch or listen to anything that makes you mad or emotional for at least 1 hour before the interview
- Let others know in the house when you will be getting on the call
- Have a plan b in case there are internet issues (hotspot)



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## Audience Survey Question

ANSWER THE QUESTION ON BLUE SCREEN IN ONE MOMENT



### What is the best day of preparation tip you just learned?

- Get your energy up
- Smile
- Good food choices
- Letting others know
- Have a backup plan



*\* If your answer differs greatly from the choices above tell us in the chat!*

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## How to Conduct the Interview



## Tips for a Great Interview

- Have pen and paper
- Login 5 minutes early
- Smile
- Turn off notifications on phone and computer
- Maintain eye contact to camera
- Listen to the whole question – take a breath, answer

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## How to Close out the Interview

- Ask “90 days from now what have I accomplished that makes you excited that you hired me?”
- What do you find the most interesting thing about working at COMPANY?”
- What has made other new hires successful at your company
- When will I hear back from you?
- Say, “Thank you so much for your time. I look forward to hearing from you by THE DATE THEY TOLD YOU. If I don’t hear back from you by then I will reach out.”



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# How to Follow-Up

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## How to Follow-Up – Tips

- Review your notes
- Send follow up email or hand-written note
- What was discussed
- Why you are a good fit
- Ask any additional relevant questions (hopefully you asked them already)
- Connect with interviewer on LinkedIn
- If you don't hear from them follow up!

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# What You Learned Today

- How to prepare for an interview
- How to conduct the interview
- How to follow up



Will Fuentes, Managing Partner



[will@maestrogroup.co](mailto:will@maestrogroup.co)



571.205.7986

# Thank You!

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