

SERVICING THE ENGLISH-SPEAKING COMMUNITY FOR ALMOST 25 YEARS



Our Mission

- As a not-for-profit organisation, YES enriches the community by providing English language support services to help Quebecers find employment and start and grow businesses.

Successful futures start with 



Partners with the McGill Arts Internship Office



How to Ace a Video Internship Interview



Two Way-Live Video Interviews

Live video interviews are typical interview sessions done between you and the interviewer in real-time, just like a regular interview.

Skype, Google Hangout, Zoom, Blue Jeans.
WebEx etc.



Before the Interview



Prepare Like You Would for an In-Person Interview

- Research the organization
- Dress for success
- Be on time
- Write down your questions
- Create cheat sheet post-it notes for your screen

Dress for Success

- Dress professionally—the same way you would for an in-person interview (And yes, that means from head to toe)
- Avoid bright colours & patterns (opt for softer colours instead)

BUSINESS PROFESSIONAL

BUSINESS CASUAL

BUSINESS PROFESSIONAL

BUSINESS CASUAL



LIGHT BUTTON-UP SHIRT

PORTFOLIO

PRESSED SUIT

APPROPRIATE LENGTH SKIRT

POLISHED, CLOSED-TOE SHOES

NATURAL LOOKING HAIRDO

NO BULKY JEWELRY



NOE BLOUSE



FRESH HAIRDO

CLEAN SHAVEN

APPROPRIATE TIE

PRESSED SUIT

PORTFOLIO

POLISHED SHOES



BUTTON-UP SHIRT

MATCHING BELT AND SHOES

PRESSED SLACKS

What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.
NOTE: For interviews, always choose Business Professional attire.

Colours & Patterns

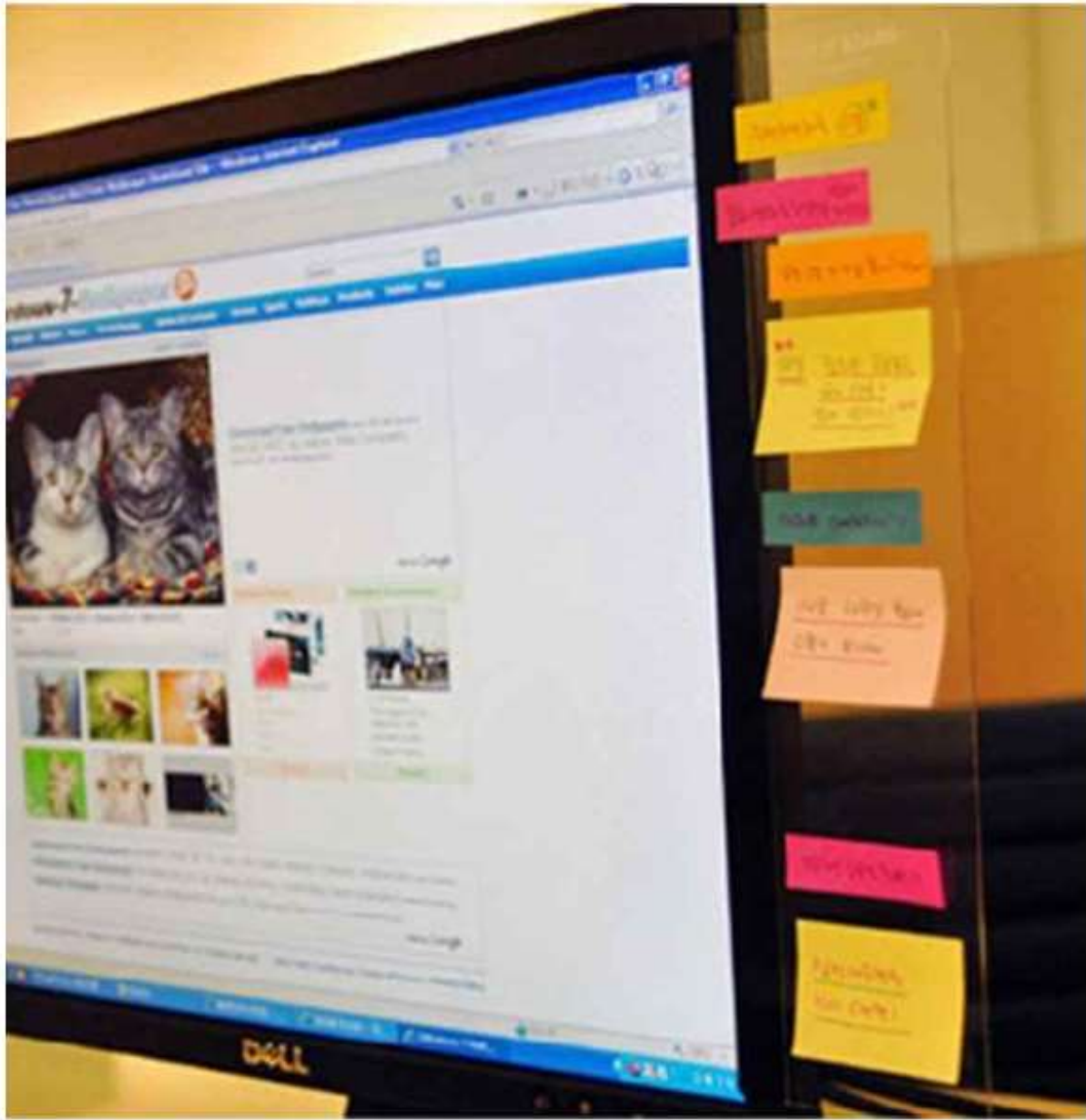


- Avoid: white (shirts, blouses or jackets).
- Good: A light blue shirt or blouse is a better option.
- Avoid: wearing pure black.
- Avoid: super-bright colours
- Avoid: anything that has a busy pattern.
- Good: A dark, deep blue shirt or blazer is one of the best options.

Make a Cheat Sheet



- Remember that the interviewer can't see what's not on camera.
- Use your interview space to your advantage.
- Tape (with scotch tape) a Post-It Note cheat sheet that has **key words** you want to use during your interview



The Set-Up

The Tech

- Make sure your device is fully charged.
- Test the audio/camera.
- Familiarize yourself with the video platform.
- Move your camera or laptop lid so it's at eye level

If Things Go Wrong with the Tech

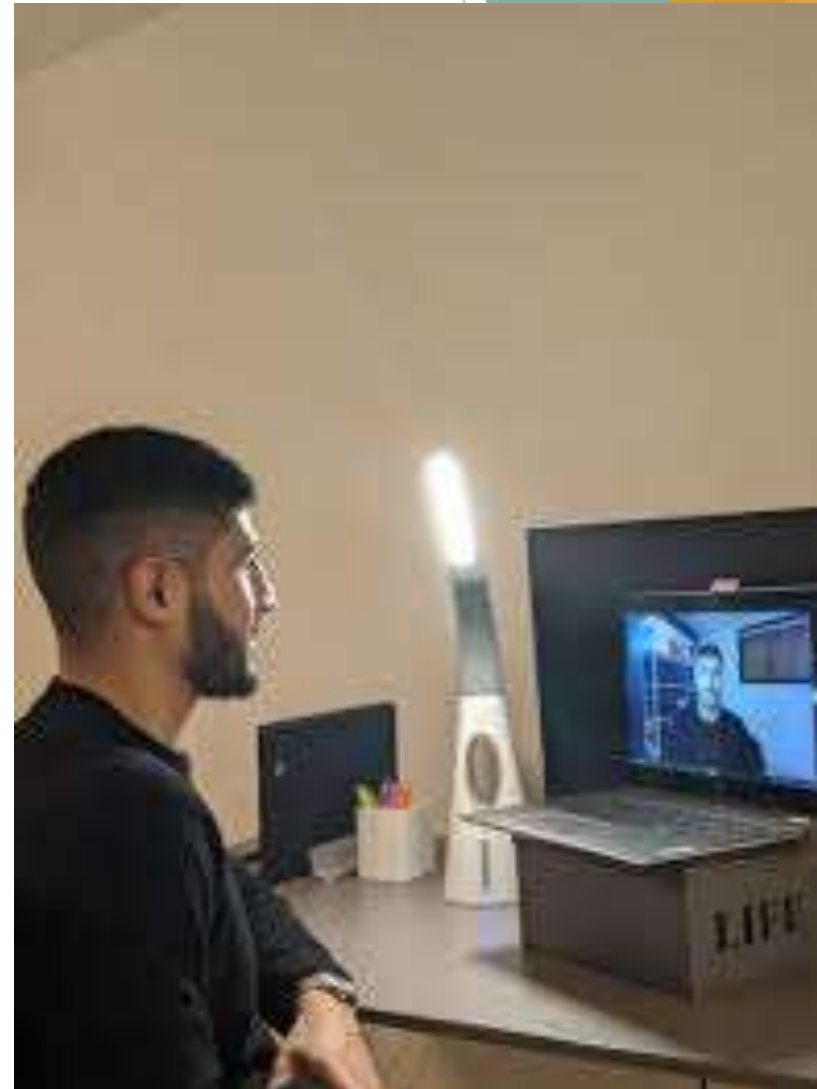
- Ask the interviewer for a **phone number** where you can reach them if you experience technical difficulties (poor sound quality, screen goes black etc)
- If noises (sirens, construction, etc.) interrupt your video interview, apologize for the interruption and ask for a few moments until the noise has subsided.

Find a Neutral Background

- A plain wall, a bookshelf (with nothing odd on the shelves) is fine.
- No virtual background or any type of filter.
- Nothing distracting in your background.

Master Your Lighting

- Facing your light source is always better than having it at your back (which creates shadows), but check for glare from your eyeglasses, watch, or jewelry.
- Use natural light where possible. Natural light from a window is ideal.



Minimize Interruptions/Distractions



- Set up in a room where you can close the door
- Inform anyone you share a space with that they shouldn't disturb you
- Banish pets
- It's about 'being as professional as you can' given the circumstance

Non-Verbal Communication

Video Interview Body Language

- Most important is to smile
- Avoid sitting super close to the screen—head and shoulders must be visible.
- A good rule of thumb is to leave 10-20% of the screen empty above your head.
- Adjust your chair to make sure you're not too low or high in the frame.
- When you speak, direct your gaze to the webcam.
- Sit up straight, smile and nod to show you're paying attention

What the Interviewer Sees

- The size of your head/the size of your face
- Your ceiling or a “portrait” of you (your head and shoulders)
- Your closed eyes, if you are looking down (at notes or your phone)
- Your eyes looking at them or your screen or down
- Distractions (e.g. your cat or if you are distracted)



YES



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SeniorProject 04's Zoom Meeting

3 views • Streamed live on May 5, 2020

Like 0 Dislike 0 Share Save ...



Michael Fox

SUBSCRIBE

Live chat replay

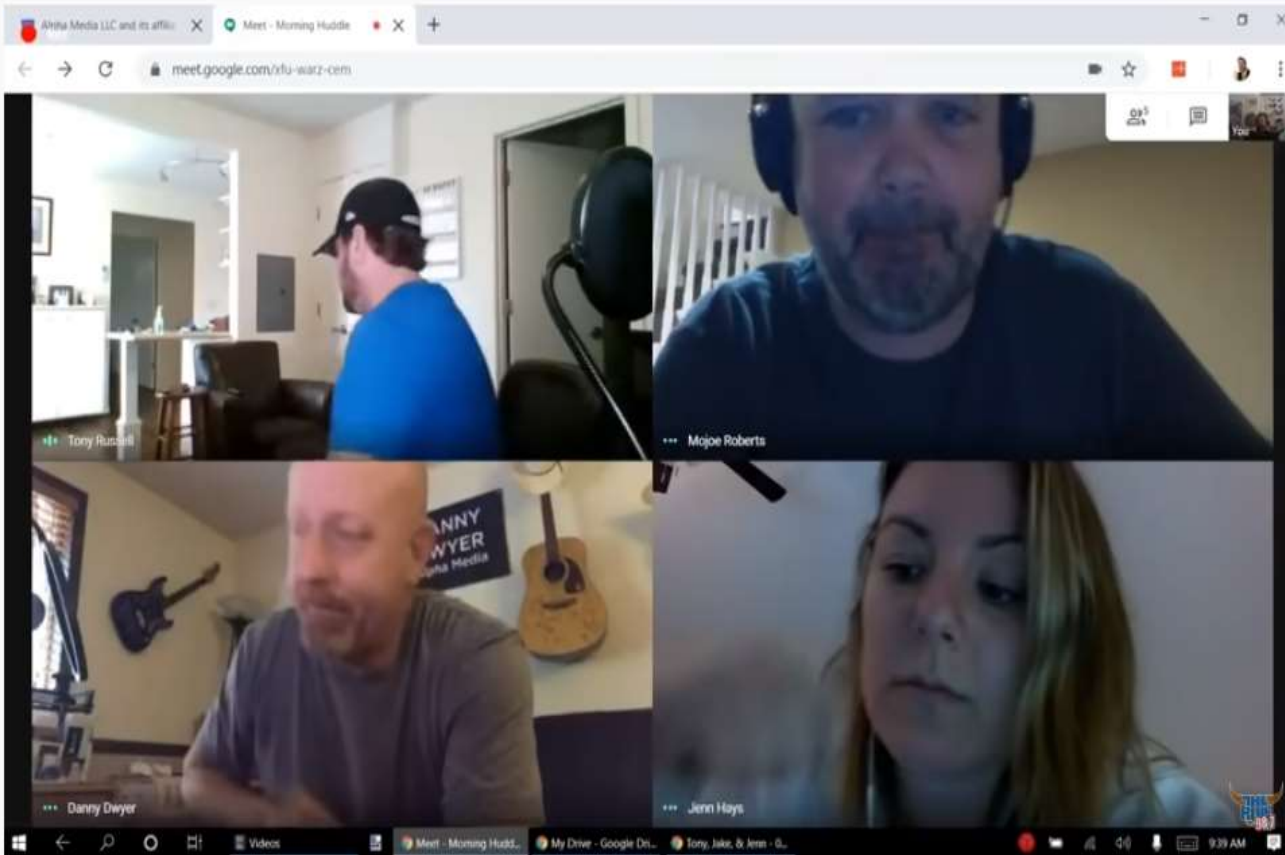
Up next



Type here to search



yes



Up next



Awkward Team Meeting

2,222,510 views • Mar 25, 2020

9.3K 425 SHARE SAVE ...

987TheBull

SUBSCRIBE



yes

What the Interviewer Hears

- Your tone of voice: happiness or indifference
- If you are using your mouse/typing
- People yelling/laughing
- Your phone (turn off, no vibrate)
- A choppy voice/your voice cutting out

Outside if a window is open:

- Construction, car horns etc.

Interview Question Examples

Most Popular 1st Question

Q: “Tell us about yourself”

A: “I just graduated from McGill - I majored in journalism and had the opportunity to write for and edit the university newspaper. I was also selected for a Montreal Gazette internship last summer. I participated in the McGill Reporting Program, during which time I interviewed Quebec politicians and covered committee hearings.”

Popular Interview Questions

Q: “What do you know about ABC Organization?”

A: Mention the titles of their programs, projects, videos series, clients, funders etc.

Q: “Why are you studying [your major]”?

A: Try to tie your interest in your major to what’s going on in the world, what you want to do after your graduate

Behavioural Interview Questions

Your Answer

The STAR Method

SITUATION: Present the challenge or situation

TASK: What were you were trying to achieve from the situation and what your specific role in dealing with it

ACTION: The interviewer will be looking for information on what you did, how you did it, and why you did it (“I” statements)

RESULT: What was the outcome of your actions? Did you meet your objectives? Who was happy?



“Tell Us about a Time When you Worked on a Team”

S: During my last semester at McGill, I worked as part of a research team in the Political Science department.

The professor leading the project was writing a book on the development of the political system in Europe during the Middle Ages.

T: We were each assigned chapters to focus on

A: I suggested that we meet independently before our weekly meeting with the professor to discuss our progress

R: The professor really appreciated this suggestion as it helped to streamline his research.



At the End of the Interview

Ask them Questions

- About the position and/or organization
- What the next steps are in the interview process
- What the timeline is for filling the position
- If you can follow up with them if they do not call you within the time frame they initially stated

After the Interview

Send a Thank You Email

Sending a thank you email shows that

- you appreciate the interviewers' time
- you know that not everyone gets an interview
- You know how important thank yous are
- You know how powerful follow ups are

FINALLY



**YOU
GOT
THIS**

While the "how" of your job interview might change, the goal remains the same:

Present the BEST YOU to the interviewer by focusing on knowing the job and the company and having clear answers that demonstrate why you are the best fit for the position.

Good Videos

How to Ace a Skype Interview! | The Intern Queen
<https://www.youtube.com/watch?v=gLK4aYNB224>

How to Prepare for Video Interviews | Work it Daily
<https://www.youtube.com/watch?v=aevCwBCYWtY>

#1 Thing Recruiters HATE Seeing In Video Interviews
<https://www.youtube.com/watch?v=TL3yi3e9nkl>

How to Look Good on Video Calls | Linda Raynier
<https://www.youtube.com/watch?v=wQsyC-ks9f4>



5-PART VIRTUAL INTERNSHIP WORKSHOP SERIES

June 25 - July 23

June 25

How to Ace a Video Internship Interview

10:00 - 11:00AM | bit.ly/mcgillaceinterview

July 2

How to Shine as an Engaged Intern during a Virtual Meeting

10:00 - 11:00AM | bit.ly/mcgillengaged

July 9

How to Stay Motivated during a Virtual Internship

10:00 - 11:00AM | bit.ly/mcgillmotivated

July 16

How to Foster Professional Relationships while Interning Virtually

10:00 - 11:00AM | bit.ly/mcgillfoster

July 23

How to Succeed at a Virtual Internship

10:00 - 11:00AM | bit.ly/mcgillsucceed

Reference Page

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- <https://www.wired.com/story/tips-for-online-job-interviews/>
- <https://online.hbs.edu/blog/post/virtual-interview-tips>
- <https://lhra.io/blog/candidate-experience-perspectives-video-interviews-assessments-hiring/>
- <https://scholarworks.bgsu.edu/cgi/viewcontent.cgi?article=1023&context=pad>
- <https://lhra.io/blog/hrtech-companies-offering-free-resources-information-covid-19-crisis/>
- <https://ourunemployedlife.wordpress.com/>