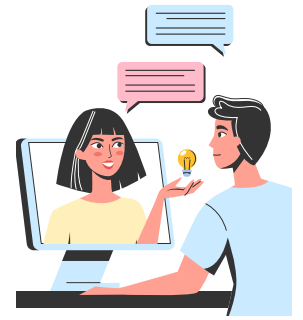


NAME: _____



VIDEO INTERVIEW SIMULATION

INTERVIEWER SCRIPT

Directions: When you are in the role of the interviewer, or the potential employer, follow along with the script below to simulate an accurate video interview.

Quickly draw your candidate's screen on the monitor. Take note of the background and how they are presenting themselves. Then look at the list and check the things that are true. Once you're done with that, begin the script below.



- Is their lighting OK?
- Are they dressed professionally?
- Are there any unprofessional or distracting things in the background?
- Is their microphone loud enough?
- Is their camera angle capturing their whole face?
- Are they sitting up straight?

SCRIPT:

"Hi, my name is _____ and I'll be conducting your video interview today."

Let your candidate say hello to you and introduce themselves. Then say:

- "Let me start by telling you a little bit about our company and the position you are interviewing about. Our company is passionate about providing network security to local businesses. We believe that network safety is essential for all businesses. We have a skilled team of cybersecurity professionals who are committed to helping small businesses keep their information safe. Your role here will be to test networks at local businesses that have requested our services. You will be looking at their networks and seeing how secure they already are before we step in to help. Now that I've had a chance to let you know about us, tell me a little bit about yourself. Why are you interested in this role and what led you to our company?"



INTERVIEWER SCRIPT

Let your candidate tell you about themselves and their experience. Choose two or three points and ask follow up questions such as:

- "I noticed you said you have experience with _____, can you tell me more about that?"
- "You mentioned you have a passion for _____, how will that passion help you in this position?"
- "You said you've been learning _____, can you give me more information about that? How will that make you stand out against other candidates?"

After your follow up questions, ask the candidate:

- "Do you have any questions for me?"

Your candidate should have at least two questions for you. Answer them as best you can. End with:

- "Thank you so much for taking time out of your day to talk to me. If there are no more questions I can help you with, please let me know. Otherwise, it was great to talk to you! Keep an eye out for an email from our hiring department that will let you know the next steps in your interview process. Thank you again, and have a wonderful day!"



NAME: _____

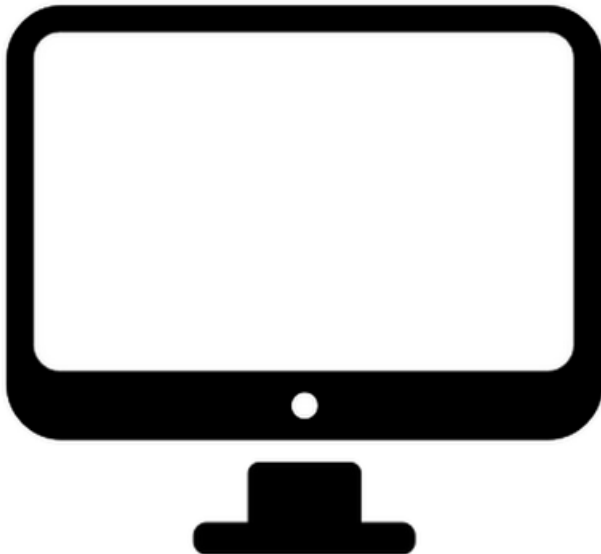
VIDEO INTERVIEW SIMULATION

CANDIDATE SCRIPT



Directions: When you are in the role of the candidate, or interviewee, use the script and your personal answers below to move through the video interview.

Quickly draw your own screen on the monitor. Take note of your background and how you are presenting yourself. Then look at the list and check the things that are true. Once you're done with that, begin the script below.

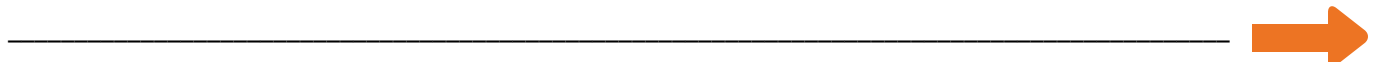


- Is my lighting OK?
- Am I dressed professionally from the waist up?
- Are there any unprofessional or distracting things in my background?
- Is my microphone loud enough?
- Is my camera angle capturing my whole face?
- Am I sitting up straight?

SCRIPT:

Let your interviewer say hi to you and give some background information about their company and the position you're applying for. When the interview asks "Why are you interested in this role and what led you to our company?", then you say:

- "Sure! I have a background in _____
- Additionally, I am good at _____
- I am passionate about _____
- I was drawn to your company and this position because _____
- I am the best candidate for the position because _____



CANIDATE SCRIPT

Your interviewer will ask some follow up questions. Be prepared to answer them to the best of your abilities. When they are done, ask your own follow up questions:

- "What are some qualities you are looking for in an ideal candidate?"
- "What will daily tasks look like? What is the office culture like?"
- _____?
- _____?

Your interviewer will wrap up the conversation. Before they leave, make sure to thank them by saying:

- "Thank you again for taking time out of your day to have this interview with me! I really appreciate learning more about your company and the position available. I look forward to hearing back from you! Have a great day, goodbye!"