

WEBINAR

# Nailing the Interview: Ways to Ace the New Wave of Video Interviews

Presented By | December 2, 2020

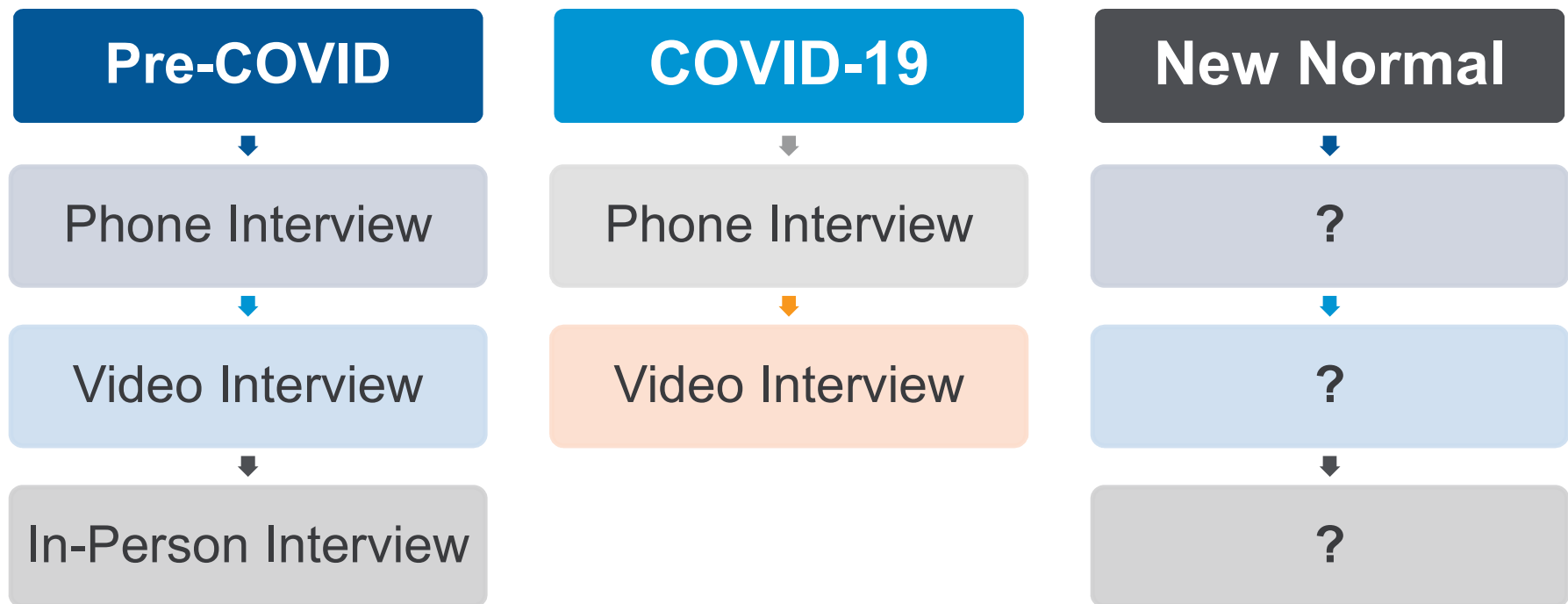
**Kimberly Hulsey**, *Director of In-House Recruiting*

**Michael Lyons**, *Managing Director, Interim Legal Talent*

**Rick O'Connor**, *Director, Interim Legal Talent*



# Interview Process



# Agenda

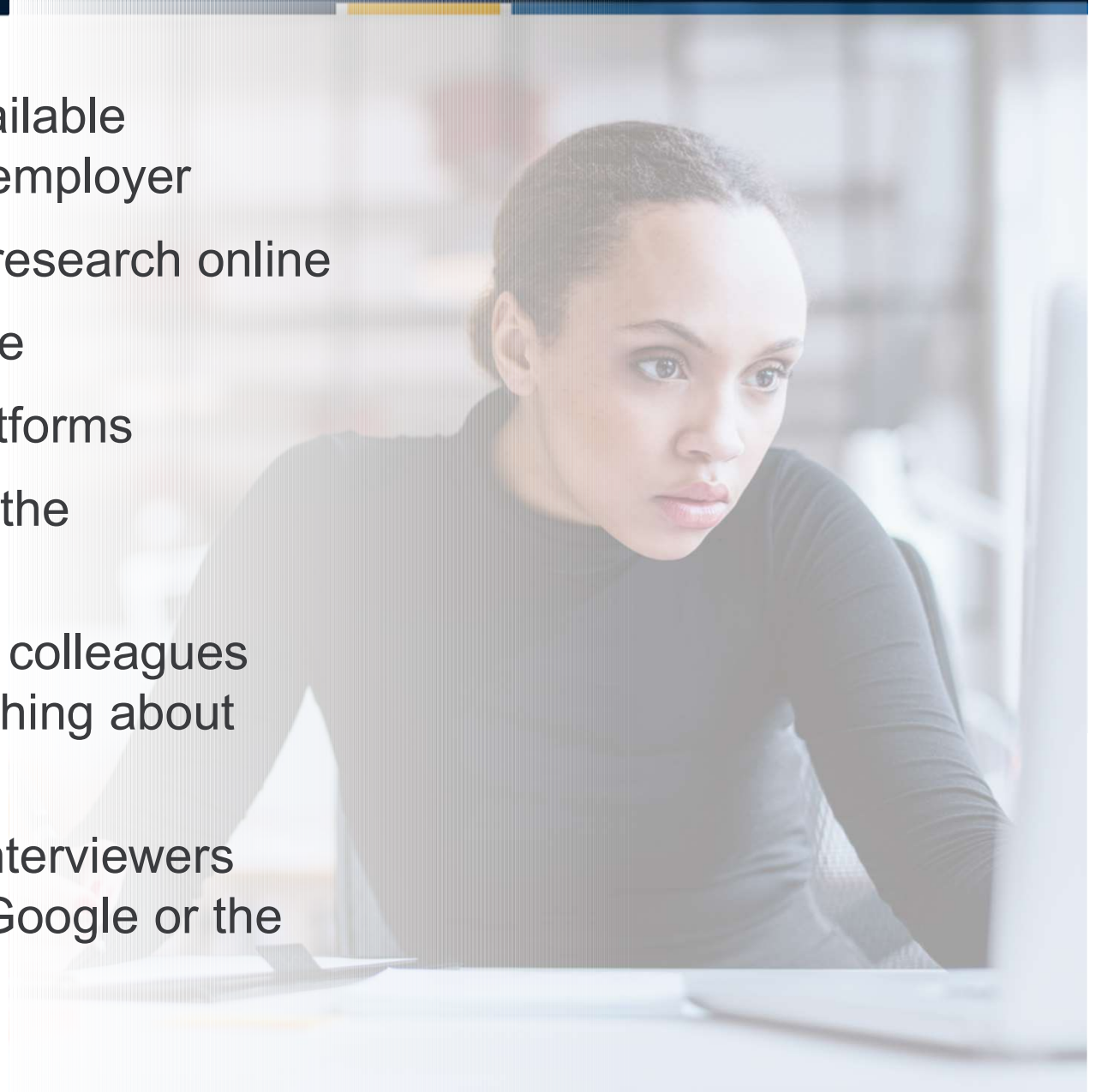
- Effective Preparation
- Conducting the interview
- Post-Interview and Beyond
- Dos and Don'ts



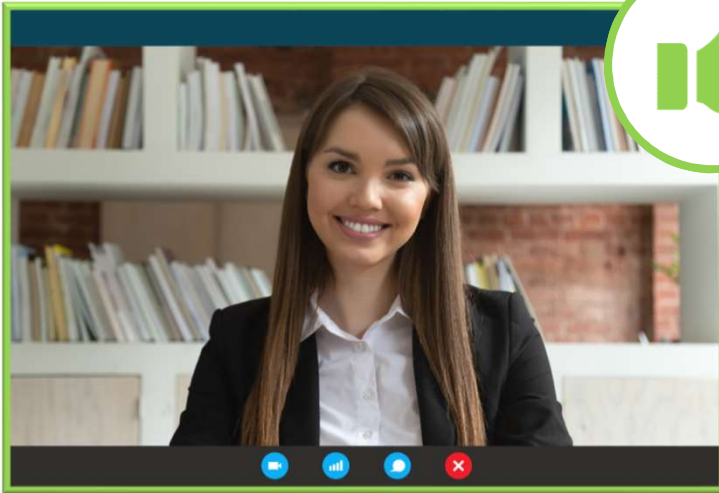
# Preparing for the Interview

# Doing your Homework

- Review publicly available information on the employer
- Perform extensive research online
  - Company website
  - Social media platforms
  - Recent news on the organization
  - Talk to friends or colleagues who know something about the employer
  - Research your interviewers using LinkedIn, Google or the firm's website



# Preparation: Control the Controllables



Scheduling



Location



Lighting



Noise



Device selection



Test the software



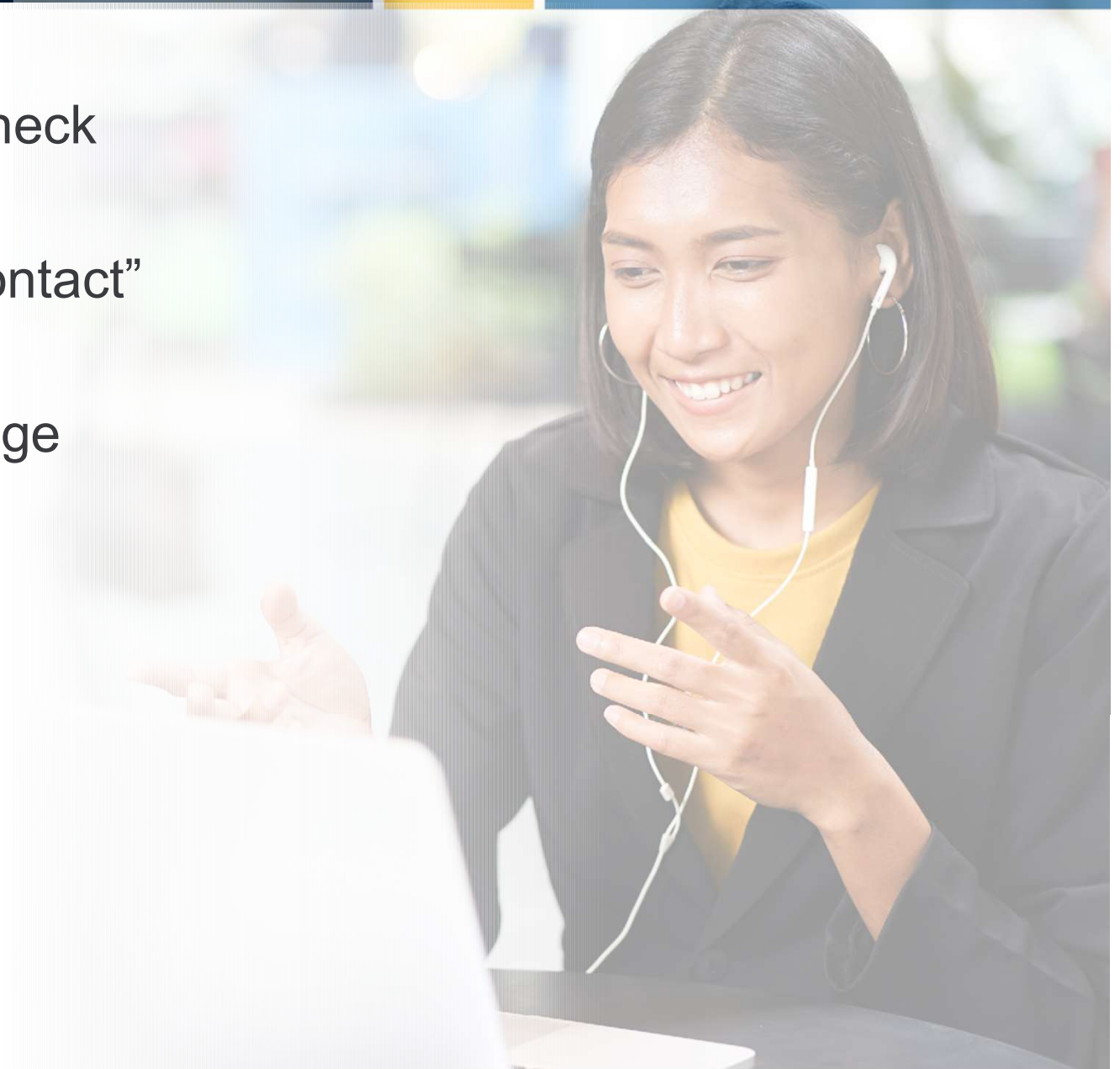
Attire



# Conducting the Interview

# Conducting the Interview

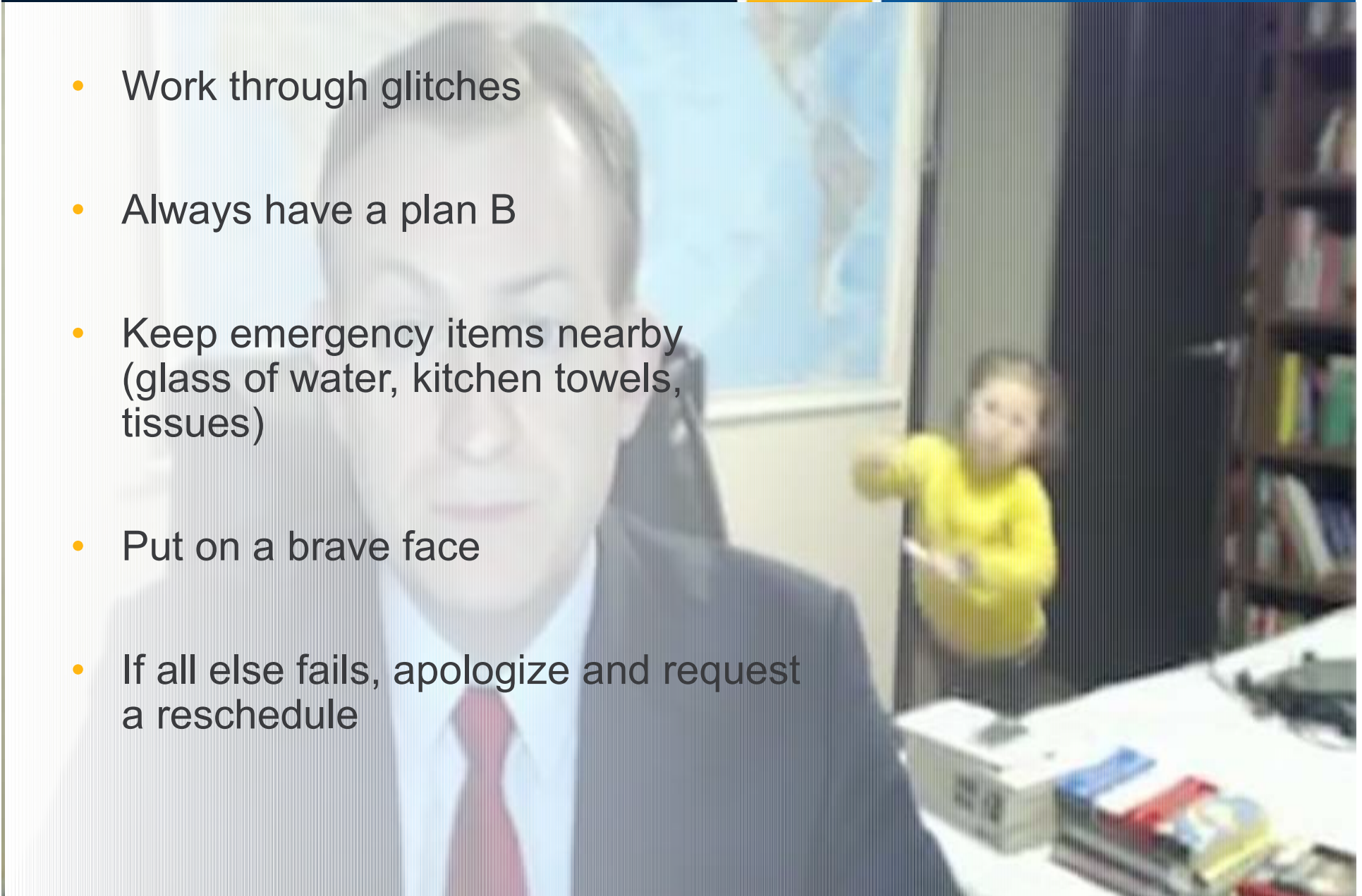
- ☒ Equipment check
- ☒ Make “eye contact”
- ☒ Body Language
- ☒ Speaking
- ☒ Wrap-up





# Don't Panic

- Work through glitches
- Always have a plan B
- Keep emergency items nearby (glass of water, kitchen towels, tissues)
- Put on a brave face
- If all else fails, apologize and request a reschedule



## Situation

- Describe the situation the event took place.

## Task

- Describe the task you were asked to complete.

## Action

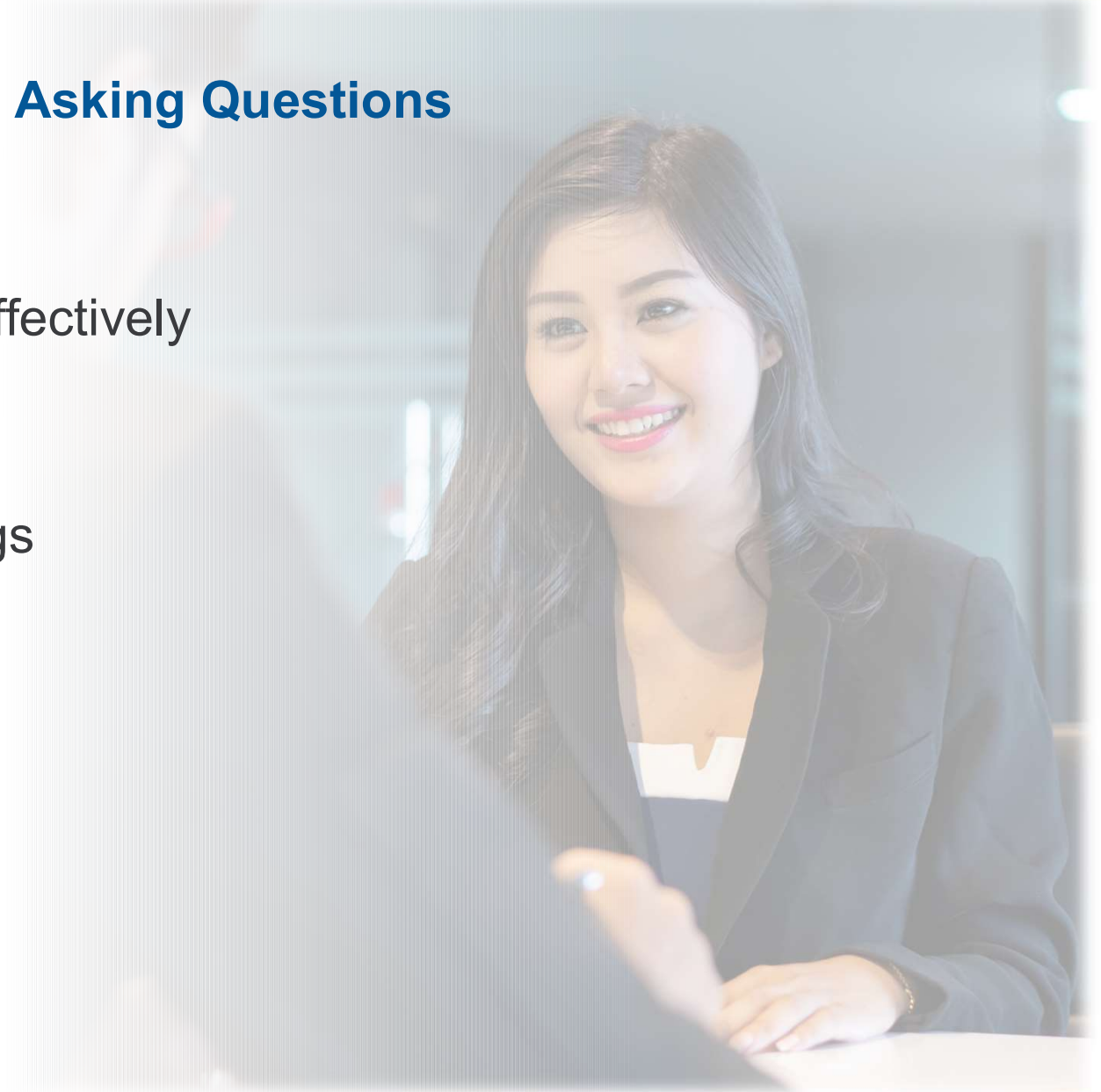
- Explain what action you took to complete the task or solve the problem.

## Results

- Close with the results
- of your actions

## The Purpose Behind Asking Questions

- Due Diligence
- Asking Questions Effectively
- Showing Interest
- Clearing Yellow Flags



## Questions to Ask



What are some of the abilities and skills needed to be successful in this position? How is success measured?



What are the short-term/long-term goals for this department and how do they relate to the company as a whole? What are your most important priorities in the next few months, and how can this role contribute?



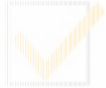
If I were to ask your top performer what he/she likes most/least about the company, what kind of response would I get? **OR** What do you like most about working with your company?



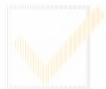
Do you have any reservations about my being successful with your company?

# After the Interview

# Tips for Successful Onboarding



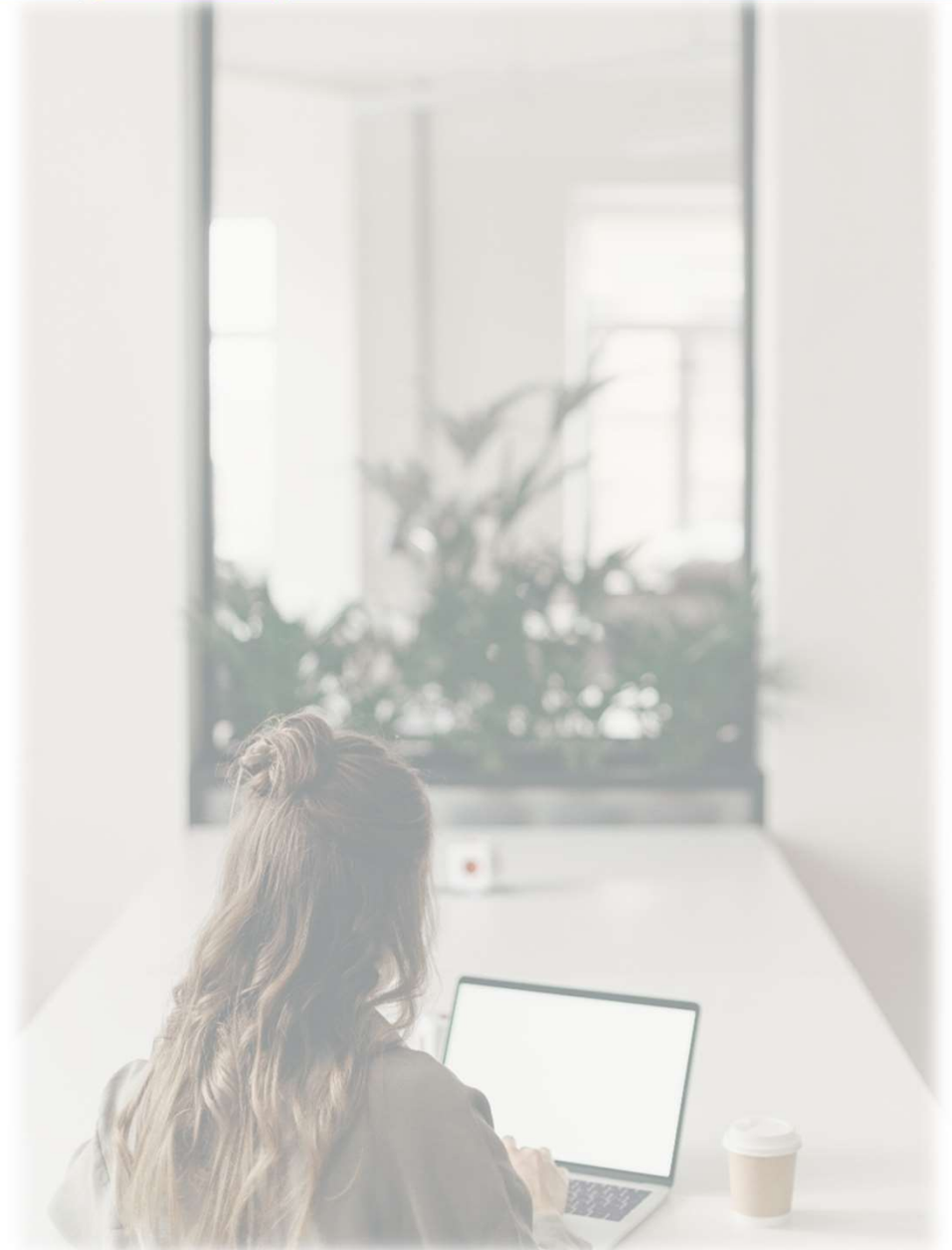
- Send thank you notes



- Express your continued interest



- Additional follow-up requests



## DO

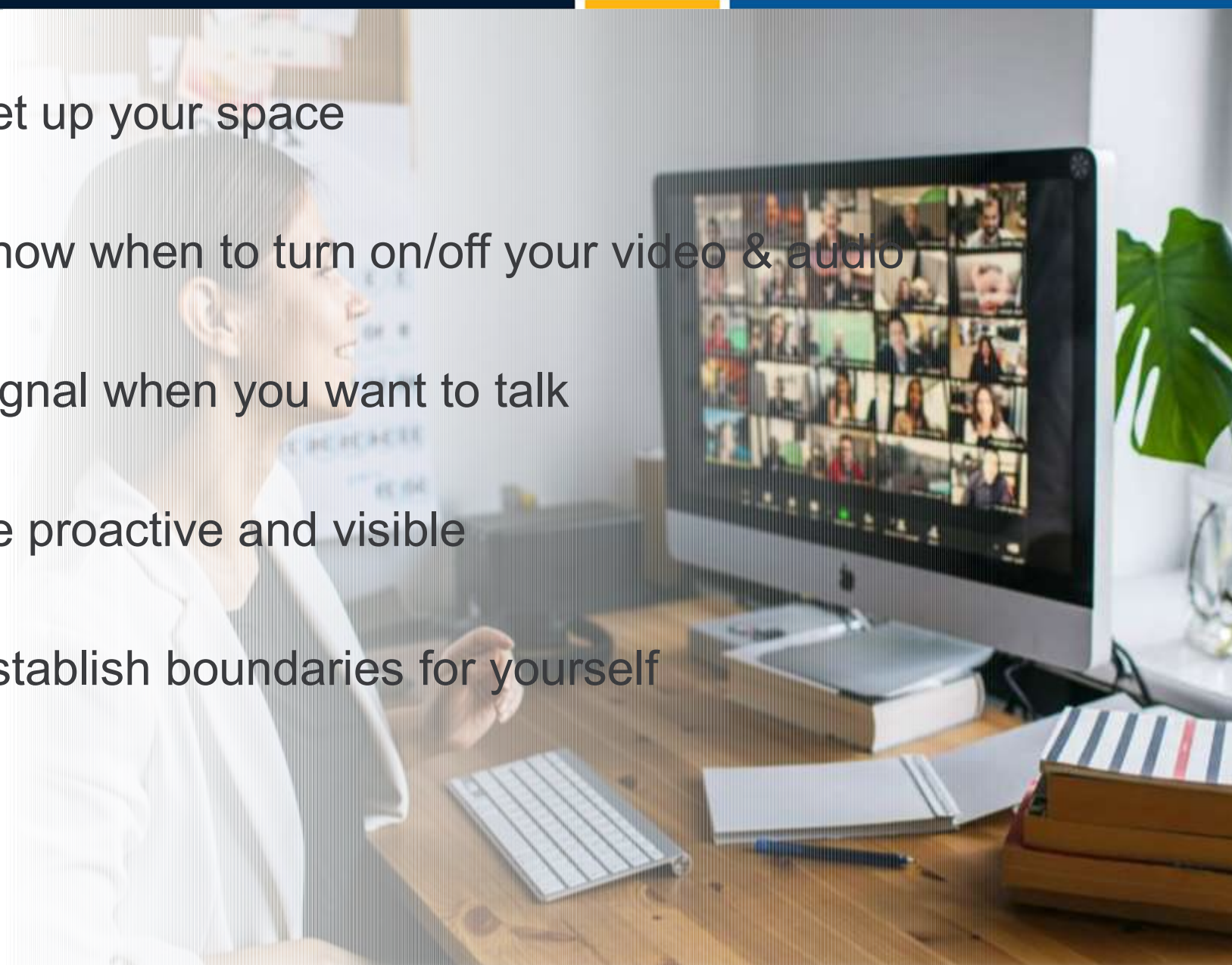
- Be honest about your experience.
- Provide your preferred method of communication.
- Determine if you remain interested in exploring the opportunity at each new stage in the process.
- Be transparent about your compensation, timing and commitment expectations.

## DON'T

- Under or oversell your level of experience.
- Be unresponsive.
- Interview in the hopes of receiving an offer to take back to your current employer.
- Not being forthcoming with your expectations could further complicate the process.



# Tips for Successful Onboarding

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- ✓ Set up your space
  - ✓ Know when to turn on/off your video & audio
  - ✓ Signal when you want to talk
  - ✓ Be proactive and visible
  - ✓ Establish boundaries for yourself



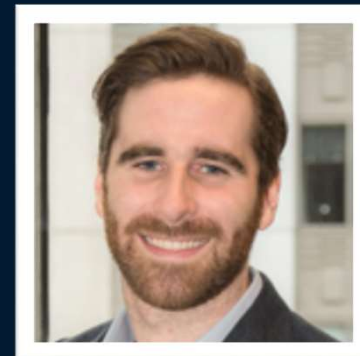
# Questions?



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