Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_

**Video Interview Template** Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Getting Connected (2 minutes)

*We’re scheduled to spend 20 to 30 minutes together today. Does that still work for you?*

*I’ll initially guide the conversation with some general questions, and then follow-up with some standard questions that I ask everyone.*

*Towards the end, we’ll turn the tables and let you interview me (and get all your questions answered).*

*Finally, I’ll need to take some notes as we talk so I can remember what we discussed. You’re welcome to do the same.*

Starting the Conversation (8 minutes)

*Why does this opportunity interest you at this particular point in your life?*

*What experiences (work or otherwise) have given you some indications that you’d be good at this work?*

Listen for challenges, frustrations, and future goals.

Standard Questions (10 minutes)

*As a next step, I’d like to ask you some standard questions that will help me present your work history and strengths to others on our hiring team. Is that OK?*

Career Transition: *From your perspective, what will make this transition successful? / How would this opportunity support your life goals?*

Getting Stuff Done: *Tell me about a time you were given a goal or a task--and accomplished it. / What were some of the obstacles and how did you overcome them?*

Ethics: *Do you see yourself as more of an “ends justify the means” type of person? OR Are you a “do the right thing and everything will work out in the long run” type person?*

Difficult People: *Tell me about a time you had difficulty working with someone (coworker, supervisor, client). / What strategies did you use to maintain a positive relationship with this person?*

Turn the Table—You Interview Me (5 minutes)

*This is your opportunity to ask me any questions that may be on your mind. Fire away…*

Closing the Interview (2 minutes)

*Based on what we discussed today, there are several options to move forward in the hiring process….*

*1. Get enrolled in licensing school*

*2. Schedule a face-to-face meeting with one of our hiring managers.*

*3. Do nothing—let this opportunity go by the wayside.*

*Which of these options is the best fit for you? (make him/her answer the question)*