

## RESOURCES FOR MASTERING THE ONLINE INTERVIEW (HireVue)

### 6 TIPS TO ACE YOUR NEXT VIDEO INTERVIEW (<https://www.hirevue.com/candidates/interview-tips>)

#### 1) CHECK YOUR TECH

You can take a HireVue video interview when and where you want. All you need is a mobile device — like a smartphone — with a camera, or a computer with a webcam, and internet access. And rest assured that the HireVue video interview platform will test and ensure your microphone or volume is on and working.

#### 2) CREATE YOUR PERFECT INTERVIEW ENVIRONMENT

Before you start your interview, first and foremost, you want to be comfortable. And since you can interview anywhere, find the place where you'll be the most comfortable, and where you can enter the "zone."

Remember, the employer will see and hear what's goes on around you, so pick a spot to record that's quiet and free from distractions.

And check your lighting. You want to make sure your lighting is in front of you since light from behind isn't flattering. You want to find a room or location with decent lighting, so your face is clearly visible. If you're sitting in front of a window during the daytime, close the blinds to prevent heavy backlighting.

Don't worry about making eye contact with the camera. To maximize your comfort level, if you want, you can hide your video while you answer the questions.

#### 3) PREPARE LIKE YOU WOULD FOR ANY OTHER INTERVIEW

In a HireVue video interview, because employers choose the questions they ask you, you'll be asked common types of interview questions. These are some common types of interview questions, and questions that show up frequently in video and live or phone interviews:

- **Job Scenario Questions.** In these questions, you'll be asked what you'd do in a scenario you'll probably see on the job. For example: "A customer has just gotten off the phone with another support representative and is angry. Describe what steps you'd take to calm them down." You might also be asked to act out what you'd do. For example: "A customer has just gotten off the phone with another support representative and is angry. Describe what steps you'd take to calm them down."
- **Past Experience Questions.** You'll be asked to share a past experience and what you did. For example: "Tell us about a time you calmed down an angry customer. What steps did you take, and why?"

You can also research other common interview questions as you prepare. What's most important is having a list of stories and experiences you can apply to different types of questions. Some of the places to find common interview questions include [Glassdoor](#) and [Indeed](#).

#### What if My Interview Includes Games?

Some interviews include a series of short games played within the HireVue interview platform. Each game takes roughly 3 minutes to complete and comes with its own instructions. Some of the games may remind you of "brain-teaser" type games. Other games take on a chatbot-like format where you respond to incoming text messages.

Different games have different rules, so be sure to read the instructions so you go into each game prepared and ready. When you begin, you'll see a countdown starting at "3." When the countdown reaches zero, start playing. Some games require concentration and focus. Finding a distraction-free area, and playing when you feel awake and sharp, are the most important steps you can take to succeed.

#### 4) SET ASIDE TIME TO INTERVIEW

Most interviews take less than 20 or 30 minutes to complete. At a minimum set aside around 45 minutes of distraction-free time. It probably won't take that long, so this is just to stay on the safe side. And know that, depending on the role, some might take longer.

Games typically add around 10 minutes to the interview. And if you're interviewing for a software development role, you'll probably also be asked to complete one or more coding challenges.

No matter what job you're interviewing for, set aside ample distraction-free time. This way you won't feel rushed taking your interview and can be your best.

### **5) PRACTICE**

Practice makes perfect, and video interviewing is no exception. If you've researched common interview questions, and prepped answers, practice until you feel comfortable and prepared.

When you start your interview, you'll be able to practice as much as you want within the HireVue platform. Take as much time as you need to get ready.

### **6) BE YOURSELF**

A video interview, just like an in-person or phone interview, is your chance to shine and share what you offer. Relax, have fun, and let your skills and personality shine! **Most importantly, be authentic. And** don't worry about making eye contact with the camera. Just speak and focus in the way that makes you comfortable.

You're going to do great!

**HireVue FAQ: Video-Based Assessments** (<https://www.hirevue.com/blog/how-to-prepare-for-your-hirevue-assessment>)

#### **Q: Do I need to maintain "eye contact" with my camera?**

*A: Not necessarily. A HireVue video-based assessment is looking at tens of thousands of factors. One little movement or individual factor makes very little difference in the overall score. Do what feels most natural to you.*

#### **Q: Does a video-based assessment look for "keywords"?**

*A: A HireVue video-based assessment considers the whole context of a response, not just certain words here or there. If you think of a multiple-choice assessment, you are often presented with a scenario and a list of potential actions, then prompted to choose the one that best fits what you would do. The same sort of evaluation happens in a video-based assessment. The key difference is that you can verbally describe the action you would take, rather than shoehorn your approach into one of several given options.*

#### **Q: What sorts of competencies are evaluated in a video-based assessment?**

*A: Video-based assessments evaluate typically "soft" competencies, like communication skills, conscientiousness, problem-solving skills, team orientation, and initiative. The competencies in your video assessment are selected by psychologists to reflect the skills and characteristics that are most important in being able to perform well in the given job role.*

#### **Q: Is this facial recognition technology?**

*A: No. HireVue does not use facial recognition technology or track facial features for identity recognition purposes.*

#### **Q: How can I prepare for a HireVue Assessment interview?**

*A: **What to Expect:** In a video-based assessment, you'll be presented with a question – either written or in video form – and be given several minutes to respond to each question. Most video-based assessments include between five and eight questions.*

***Preparing for the Video-Based Assessment:** As you prepare for your video-based assessment, consider these tips. If some look familiar, this is because they are applicable to any interview situation. The same tips that help you succeed in a traditional interview will also help you succeed in a video-based assessment.*

- *Research the company you applied to – their culture, their values, their products – and be prepared to speak to how your skills align*
- *Understand the roles and responsibilities of the role you applied for*
- *Be prepared to share your personal and professional experiences, the lessons you learned, and the results you achieved*
- *Be familiar with the different types of interview questions, and come into the assessment with approaches in mind for responding each type.*

*Common types of questions you'll see in a video-based assessment are:*

- **Situational judgement questions.** *You'll be asked what actions you would take when confronted with a hypothetical situation.*
- **Scenario-based simulations.** *You'll be asked to simulate your actions in a hypothetical scenario. The key difference between this type of question and a situational judgment question is that you'll act out your response, rather than explain it.*
- **Past behavior questions.** *You'll be asked to relate past experiences and previous challenges you've faced.*

*Unlike a typical interview, you can complete a video-based assessment anytime, anywhere. Take advantage of this! Be sure to take your assessment during the time of day you feel sharpest and most alert.*

## **TYPICAL QUESTIONS FROM HIREVUE INTERVIEWS** *(Provided from Duke University and students of Duke)*

### **SAMPLE QUESTIONS FROM LAST YEAR'S RECRUITING SEASON**

Last year's interviewees discovered that by far the majority of questions were "behavioral" (as seen below). "Technical" questions, when there were any, were mostly lightweight (see the "News/Markets" section below).

#### **TEAM RELATED**

Tell me about a time you worked on a team.

Are you a team player? In what way?

What role do you play on a team?

Talk about a time in a group setting in which you took a leadership role How would you handle a disagreement with somebody else on my team?

Describe a time you worked in a team and members of your team differed on the details and direction of a project.

What did you do?

What would you do in a situation where your teammate wasn't pulling their weight?

#### **WHY DO YOU WANT TO WORK FOR...**

Why do you want to work for \_\_\_\_\_[bank name]?

Why do you want to work for \_\_\_\_\_[division]?

What do you think that our bank does differently than other firms?

What is your understanding of the IBD division (or Markets division) and the analyst role?

#### **DECISION-RELATED**

Tell me about a time that you had to make a very fast decision / split second decision

Tell me about a time that you had to make a quick decision without full information Tell me about a time that you used technology to make a decision

#### **DEALING WITH ADVERSITY**

Tell me about a time you showed persistence / dealt with rejection Tell me about a time you failed and the lesson you learned from it.

What is your greatest weakness / strength

If you had a lot of things to do and not enough time to do them, what would you do?

## **INTEGRITY**

Tell me about a time that you acted with integrity What does integrity mean to you?

How would other people describe your work ethic?

What would you do if you saw someone cheating on a test?

A student group president posts exam answers for all students in the group. How would you respond?

## **NEWS / MARKETS**

What is a recent headline that you read in the news (e.g. the WSJ)?

How do you follow the markets?

Talk about how a major weather event would impact markets.

What is an interesting article you read recently?

How would you invest \$1 million dollars?

What asset classes are you following?

## **OTHER**

Give me a pitch on something that you are passionate about (could be a stock, or a book, or TV show, etc.)

Tell me about a time when you made a connection with a person from a different background Why did you choose your major, and do you think you made the right decision? Tell us a little bit about yourself and why it led you here.

## **HINTS ON HOW TO PREPARE FOR HIREVUE INTERVIEWS**

- Practice talking into a camera. It feels very strange at first to talk to a screen rather than a person.
- Act natural, talk slowly!
- For the "why XYZ bank": Know specifics about the bank. Try to talk to people there, integrate their answers in your response (don't just say "culture" or easily Google-able deals they were recently in as reasons to work there)
- Always try to give structured, concise responses. At the end, be sure to connect the experience with why you would be successful on the job.
- If there is a feature where you can get rid of the picture of yourself on the screen, it makes it easier to look directly into the camera.
- Some banks give you the chance to re-record your answer to the same question multiple times. I recommend doing this to cut down your verbal "tics" ("umm", and "like") and long pauses and to deliver a more concise and confident answer.