

# ADMINADVANTAGE

The Exclusive Online Magazine for Administrative Professionals

November/December 2020

## B.R.E.A.T.H.E. - Dealing With Stress In The Age Of COVID-19

### FEATURES:

Do You Know Why a LinkedIn Profile Matters for Your Career?  
Motivation And How To Create It (Good Boss/Bad Boss)  
A Guide To Video Interviews - Tips For Success

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# ADMINADVANTAGE

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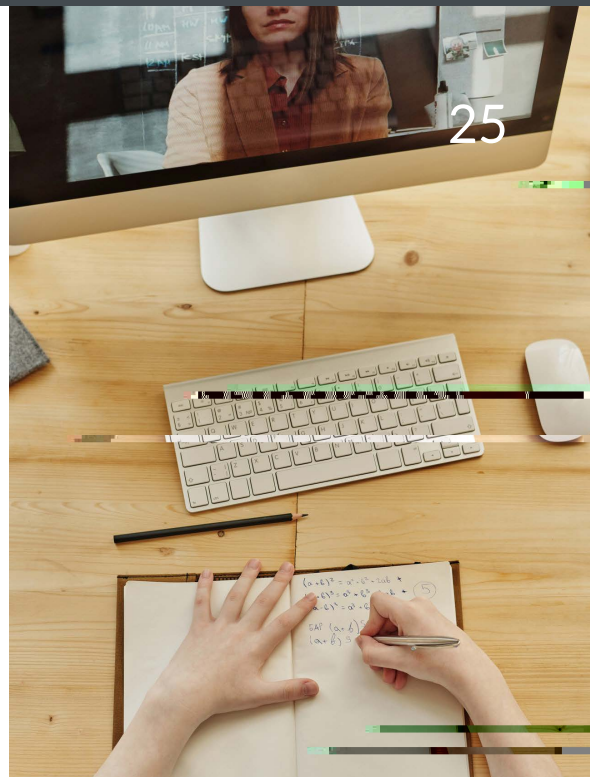
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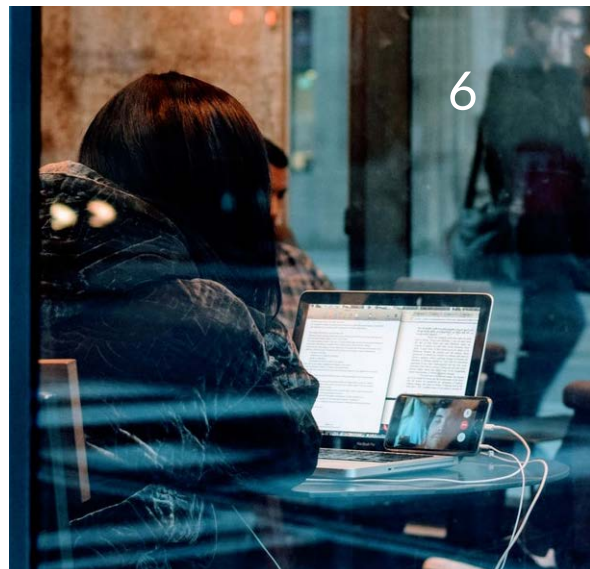
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# Do You Know Why a LinkedIn Profile Matters for Your Career?

By Dr. Bruce A. Johnson

Looking for a new job, and developing long-term career prospects, is vastly different than it was even a few years ago - and one of the most important driving factors is the increased reliance upon online application forms and professional social networking websites. Consider the process of applying for a job as it used to be and how it is now. It seems that the time when you would print out a resume copy and mail it to a potential employer is long gone, or is at least a very rare occurrence, and that is largely due to the use of electronic submissions and the potential to apply for some positions by email. ▶▶



Along with these changes in the method of submitting a resume are strategies used by employers to investigate potential new hires. It is very common now for employers to check the digital footprint of a candidate, which includes viewing all accessible social media profiles. While candidates should always be careful about what is posted on these public types of websites, there is one professional networking website that can be leveraged by anyone as a means of enhancing their career development or job search - and that is the use of a LinkedIn profile. The converse is true as well. If someone is actively developing their career and does not have a LinkedIn profile, or has a profile that is poorly developed, it can result in a missed opportunity.

### THE POWER AND POTENTIAL OF A LINKEDIN PROFILE

If you do not have a LinkedIn profile now, the most important point to understand is that it can have much greater potential than listing all of your jobs - both previous and current. There is an overview section that allows you to provide a summary of your professional highlights, skills, accomplishments, and transferrable abilities. You can also list projects, publications, educational achievements,

professional interests, and professional groups. When a profile is created, there are organized sections that are easy to review and the sections can be arranged to suit your own professional preferences. A LinkedIn profile creates a visual representation of your career and it can establish a positive (or negative) professional image of you to potential employers.

The power of a LinkedIn profile comes from its ability to not only generate interest in you as a potential candidate, it can attract the attention of recruiters - even if you have not submitted a resume to the company they represent. It is becoming commonplace now for recruiters to search LinkedIn based upon interests and keywords, and find potential candidates to contact about open and upcoming positions. What strengthens the power and potential of the profile is that it confirms what you have listed on your resume. There is a general perception that while a person may enhance their resume, they are more likely not to do this with a publicly accessible online profile. Of course, this is not to state that a LinkedIn profile guarantees accuracy; however, it helps to promote posting up-to-date and accurate information.



### POTENTIAL PITFALLS AND PROBLEMS FOR A LINKEDIN PROFILE

There are obvious problems that can arise with the use of a LinkedIn profile and those issues are similar to what I see when I review existing resumes - and includes poorly written sentences and paragraphs, along with errors in spelling and grammar. In addition, many resumes are written as job descriptions and when that same approach is used to create a profile, it can be easily overlooked. This is why I take a skill set based approach to resume writing and I recommend the same strategy be used for creating a profile, especially since this is going to influence your potential career prospects.

Other problems are related to leaving out important sections, creating an underwhelming overview or summary, listing jobs and employment dates that do not coincide with the resume, and not considering the impact of the profile picture that has been used (or not included) when setting it up. Every professional profile should have a professional and current photo included. However, the wrong photo, or one that is inappropriate, can portray the wrong image and lessen the likelihood an employer will view it in a positive manner. Consider how you would present yourself to a potential employer. What clothing would you choose to wear and would you be particular in your style of dress? The answer




is most likely yes, and that is the approach you should take with a professional profile.

## THE NEED FOR PROFESSIONAL ASSISTANCE

I have met few people that seek out assistance with their professional profile. Putting in the minimal amount of thought and effort used to be acceptable but now it necessary to be aware of the many tools that can be used to promote yourself and help develop new career opportunities. People often turn to a resume writer when they are not receiving the results they hoped for while searching for a job. The same will eventually become true for professional profiles as people understand the power and potential these profiles hold. If you are searching for a job, or thinking long-term about your career, you should find a writer who can help you develop both career tools. A professional who has writing experience can help develop a resume and profile with impact. For example, my work as an educator, career specialist, and social media strategist has allowed me to successfully help many people with their resumes and profiles.

You will also find that a well-developed profile can fulfill another new option. I have found that many online application forms can now be completed through access to your LinkedIn profile, if you choose and allow that option. Not only can that save you time when working with these online forms, it can confirm what you have listed on your resume. The most

important aspect of a professional profile to remember is that it represents you in the same manner that a resume does - it can be viewed by potential employers before you are asked for an interview. If your profile is viewed from a positive perspective, it will likely increase the possibility of your profile being considered further. A negative perception can also eliminate the possibility of being considered, even if you are highly qualified. This is a reminder that development of long-term career prospects requires utilizing all available tools and paying meticulous attention to the details and quality of everything that represents you to potential employers. 

*Dr. Bruce A. Johnson has expertise in higher education administration, adult education, distance learning, online teaching, faculty development, curriculum development, instructional design, organizational learning and development, career coaching, and resume writing.*

*To learn more about the books and resources that are available for professional development from Dr. J please visit:*

*<http://www.drbruceajohnson.com/>*



# 8 Tips for Boosting Your Administrative Career in 2021

By Stephanie Naznitsky

**W**hatever you had planned for your career in 2020, chances are it hasn't panned out as you expected. Who could have predicted that the COVID-19 pandemic would sweep across the globe, causing unprecedented disruptions to the way we work and live? But it doesn't necessarily mean your professional goals are out of reach as the world recovers. ▶▶



Despite challenging economic conditions and a largely remote workforce, administrative professionals are providing vital support to help companies stay in business — and employers are hiring.

But what's the best way to navigate the new work world and job market? And what skills do you need to help future-proof your career? With insights from the 2021 OfficeTeam Salary Guide, these eight tips can help you get your 2020 plans back on track.

## EMBRACE REMOTE WORKING TOOLS

An increase in working from home could be the most significant legacy of COVID-19, especially for support staff who are typically based in an office. This is the first time many administrative professionals have been able to telecommute. Responsibilities like greeting customers and planning events have long been handled in person. But with the right technology, admins have shown they can ace these tasks remotely.

While home-working doesn't suit

everyone, 74% of professionals surveyed by Robert Half said they would like to telecommute more often after the pandemic. If you want to spend at least some time working remotely once offices fully reopen, make sure you're proficient with videoconferencing and remote working tools, such as Microsoft Teams, Office 365, Zoom and Slack.

## DRESS TO IMPRESS ON CAMERA

According to research in the Salary Guide, more than half of managers surveyed (54%) said their company has conducted remote interviews since the start of the pandemic. Coming across well on camera during virtual meetings is crucial. It might seem daunting at first, so make sure you review tried-and-true video interview tips to help you feel more confident. Small details like sitting up straight and positioning your webcam properly can make you come across like the consummate professional you are.

## GET SMART WITH TECHNOLOGY

The shift to all-digital work may have been fast-tracked by the pandemic, but now there's no going back. Firms





have found that automating their processes is an efficient and cost-effective way to operate. For admins, this means that even traditional support roles are likely to involve more advanced technology. Strong tech skills are vital if you want to stay ahead of the digital wave.

From electronic scheduling and digital marketing to billing systems, administrative professionals are expected to become well-versed in a wide range of integrated apps and platforms. In some offices, support staff are considered go-to tech gurus. Knowing how to manage social media accounts and automate routine tasks makes you a valuable asset to any team.

### **WORK HARD ON YOUR SOFT SKILLS**

As well as helping the office run smoothly, admins help maintain a positive work culture. Not only are they often the main point of contact

for customers, but they provide vital support services for virtually all employees. With many teams working remotely, soft skills are needed like never before. The ability to problem-solve, empathize and communicate well is essential for team cohesion.

Faced with new ways of working, savvy administrative pros are taking on increased responsibility to demonstrate their leadership qualities. Showing that you can operate autonomously, make sound decisions and appropriately escalate issues can open up opportunities for advancement.

### **VERSATILITY IS VITAL**

As companies become leaner due to furloughs and layoffs, support staff may be required to take on duties outside their normal job description, such as organizing remote



onboarding for new staff. For firms that have reopened their workplace, office managers may be responsible for implementing best practices for physical distancing.

In times of instability and rapid change, being able to adapt to changing priorities and procedures and work with new technologies are highly desirable attributes. Versatile admins who can handle anything that's thrown at them are always in demand.

## SWITCH TO A HIGH-GROWTH SECTOR

The pandemic has hit many industries hard, but it's not all bad news for job seekers. Companies in the education, healthcare, medical insurance and financial services sectors have experienced strong growth. Skilled administrative staff — including medical coders, contact tracers, insurance clerks and telehealth operators — are needed to support the rising workload.


Brick-and-mortar retail may be suffering, but the huge swing toward e-commerce has created demand for tech-savvy professionals who can use customer-facing digital interfaces. Some businesses have introduced chatbots to streamline their services, but these will never fully replace people who can understand customers' mindsets and needs.

## GET A FOOT IN THE DOOR

If businesses are to survive and thrive in an uncertain economy, they must remain agile

and ready to pivot. Many firms are adopting a flexible staffing model with a mix of full-time and interim workers. This not only allows them access to specialized skills for high-priority projects, but also alleviates the burden on an overworked staff. Administrative professionals seeking a permanent role should bear in mind that nearly 4 in 10 HR managers surveyed by Robert Half said one key benefit of bringing in temporary staff is the opportunity to evaluate them for full-time positions.

## ADD VALUE IN TOUGH TIMES

Smart admins know that when it comes to career advancement, you need to go above and beyond what's asked of you. Whether that means handling extra duties, expanding your technical expertise or developing your interpersonal skills, make sure you're always on the lookout for ways to increase your value. 

*Take control of your destiny, work toward your goals and set yourself up for success in 2021. And for more workplace and hiring insights featured in the 2021 OfficeTeam Salary Guide, visit <http://officeteam.com/salary-center>.*

# Motivation And How To Create It (Good Boss/Bad Boss)

By Tina Tessina

**M**any of my clients have come in complaining of a lack of motivation; from not being motivated enough on the job, to not being able to diet, quit smoking, or get out of bed in the morning. They desire to achieve both positive and negative motivations—positive motivations and being motivations toward doing something; negative motivations being toward NOT doing something (not smoking, for example). ▶▶



Almost invariably, the method they have tried before (unsuccessfully) has been to beat themselves into it. This happens through a negative inner dialog, such as: “You lazy person, you’ll never get anywhere;” “you have to do this whether you like it or not;” or “no one will ever love you until you do.” Sometimes, they have tried bribing or persuading themselves, which works for a while, but fails sooner or later. Sometimes, they have gotten another person to push them around, such as a motivational group, hypnosis, a parent or parent substitute, who will insist that they have to behave.

This third option works quite well for some people for a long time. However, the nature of this persuasion is to overpower the client’s natural process, and the people who come to me come because they have rebelled against the authority of that person or group, and find that now they can’t do what they would like to because of their rebellion! The truth is, that if we believe someone else is pushing us around, we are not likely to respond cooperatively. Especially when the “shy person” is oneself!!!

The fact is, no matter how nasty and angry these people get with themselves, they cannot get motivated. Together, my clients and I have had tremendous, verifiable success with these

# TRAINING

problems, and every client who has worked with me has succeeded in getting motivated, both “negative motivation” and “positive motivation”. The reason for such success is that creating motivation is easy.

I maintain that motivation grows out of celebration and appreciation. I like to state it in equation form: celebration + appreciation = motivation

By this I mean that if you can find a way to appreciate yourself for what you’ve already accomplished, and to celebrate your previous successes (and believe em, you CAN find a way), you will find you are “magically” motivated to accomplish more. No struggle, no hassle-you accomplish out of the pure fun of success! To illustrate what I mean, I will describe two possible employers. The “bad boss” and the

## THE BAD BOSS

- Operates through intimidation and criticism...
- Always complains; never praises (you only know you’re doing OK because the boss says nothing)
- Gets nasty if you make a mistake
- Humiliates you in front of others
- Never thinks you’ve done enough
- Assumes you are lazy and dishonest
- Changes the rules arbitrarily
- Is never satisfied or pleased
- (get the picture?)

## THE GOOD BOSS

- Praises Frequently
- Always lets you know when you’re doing well
- Asks you what you need whenever you’ve made a mistake;
- Is very helpful
- Is concerned about your well-being as well as your productivity
- Assumes you want to do a good job
- Helps you feel like part of the team
- Treats you as a valued human being
- Is clear about the duties expected of you.

Both of these bosses have the same goal: to get the job done. However, there is a big difference in the success of their individual management styles. Think about your probable reaction to the two styles of management. The bad boss’s office is characterized by tension and anger. People work only to keep the boss off their backs, and consequently goof-off whenever he/she is not around. They are not efficient, because they are not motivated to accomplish anything, merely to avoid the boss’s anger. They are operating in a mental state we call “adaptation”, which is focused on keeping someone (usually someone angry or nasty) off their backs.

They have little loyalty to anything but their paychecks, and perhaps each other, as mistreated prisoners are loyal to each other when confronting the jailer. Offices which are characterized by inefficiency and



disharmony. If this boss requires overtime, he/she encounters resistance.

If you were working for this boss, how would you feel? Would you go to work happily each day? Would you volunteer for extra work? Would you look forward to each new assignment? Probably not. In short, you would not feel highly motivated, would you?

On the other hand, the employees of the good boss tend to care about themselves and their jobs. They feel proud of their accomplishments, and eager to learn more and accomplish more. If the boss is gone, the work still goes on, because people are in a mental state of motivation, and are being gratified by their sense of accomplishment. When this boss requests overtime, he/she will be met with a cooperative response.

Again, take a moment and picture yourself in this situation. How would you feel? Would you feel eager to please this boss? Would you look forward to his/her reaction to your latest work? Would you be willing to help out, if extra work were necessary? Most likely, you would—you would feel enthusiastic and motivated, looking forward to work each day.

Notice the difference in your energy in the two situations. Which boss would you rather work for? Hopefully, it's as obvious to you as it is to me. I would prefer the good boss (just the names I have chosen for the two styles have probably made that obvious.)

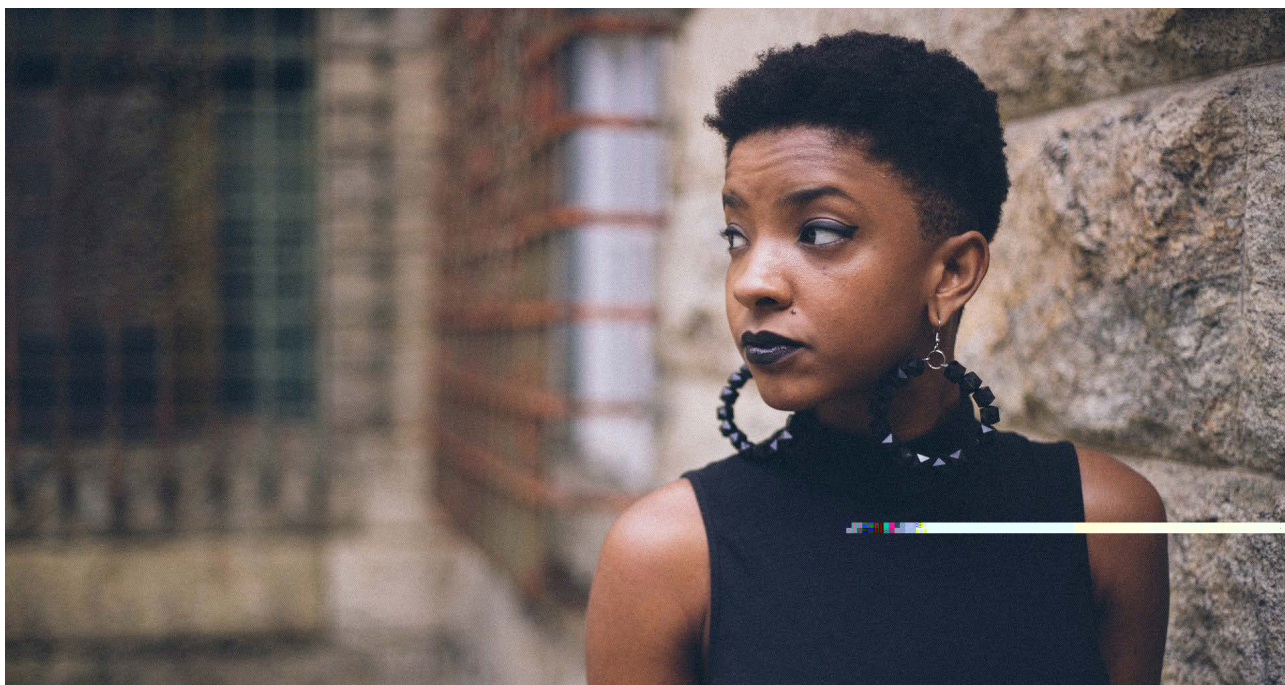
In the daily tasks and situations of our lives, we become our own bosses; whether we are aware of it or not. We have a choice about which kind of a boss we wish to be to ourselves. If you decide as most of my clients (and myself) have, you will choose to become the good boss to yourself. This means you learn to treat yourself with kindness and understanding, be very generous with praise, and gentle with corrections. Then you will accomplish your goals with a sense of pride and achievement, and a great deal of pleasure. You will feel motivated, and wonder why you never realized how easy it was.

All of this can be accomplished through the two “magic motivators”: celebration and appreciation. Most of us know how to appreciate others. However, when it comes to ourselves, we feel embarrassed and uncomfortable if we are too generous with praise.

Years of being told not to brag or to be stuck up when we were young have taken their toll, and self-appreciation comes awkwardly. However, if motivation is a desirable trait, then self-appreciation becomes necessary and desirable too. The good news is that you can learn it.

If you would like to learn self-appreciation and it is difficult for you, I recommend practicing in several ways. Many of my clients have found it fun to buy small gold foil star stickers (just like in grade school) and award them to themselves for jobs well done, or any achievements they wish to

## TRAINING



celebrate. Pasting the stars on a calendar daily can be very effective. Go ahead, award yourself lots! Other kinds of stickers are readily available. One of my clients rewarded herself for being successful in her eating program with small stickers representing jelly beans, chocolates and ice cream cones! She got her dessert in praise instead of calories.

Also, it can be effective to remember back to childhood parties and celebrations. One of my clients was told never to make noise because her grandmother was ill. However, she was allowed to play her accordion as loud as she wanted to when she practiced. To this day, playing her accordion feels like a celebration and a chance for her to sound off. Early birthday parties or holiday outings that were special can also be tapped for ideas. If

Mom always cooked a turkey for a big occasion, or set the table with the best china, or a bottle of champagne was served, then those ingredients can indicate celebration and accomplishment.

Crepe paper streamers, banners, candles, balloons, flowers, special clothing (your fanciest shoes, a new hat) gatherings of friends, trophies, diplomas and awards can all indicate achievements worth celebrating. Try using one or two of these items on occasions for which you wish to generate motivation.

If you are nervous on the first day of the new job, celebrate completing the day with sparkling apple juice or diet cola served in your best champagne flutes, and candles on the dinner table. Put a few gold stars on your calendar for getting through a



difficult homework assignment. Buy your little girl a trophy engraved with her name for cleaning up her room for a whole month.

There is no such thing as too much praise or celebration. Is there too much motivation? Of course not-the more the merrier. Fresh flowers on the table just to say how much you appreciate yourself can do a lot toward making you happier any day. A new trashy romance novel can be a great reward/celebration for reading your required technical books.

The important point is that celebration of what you have accomplished already will create motivation to accomplish more.

Get creative with your celebrations, have fun. Celebrate a cherished friendship with an impromptu lunchtime picnic, and a balloon. Above all, have fun. That's the objective!

If you find yourself around someone who takes command and tells you what you should be doing, or comments unasked about how you are doing things wrong, or otherwise appoints him/herself as the boss in your life, you may find your newly-created motivation flagging. Remember to fire them as your boss. It's YOUR life, and you are doing whatever you are doing because you WANT to. You need to give no better reason to anyone but yourself.

Once you have fired this self-appointed boss, then you may need to remind yourself of how much


you have accomplished without that kind of help. Celebrate your independence, your spirit, your willingness to be responsible for yourself.

It is also possible to set up informative books, articles, television authorities, gurus, etc. as your boss-in which case, you will again find your motivation flagging. These informational aids can be useful, but only if you keep them in perspective.

Remember, the boss gets information about how to run things, gets educated, goes for help when necessary, BUT the boss is still in charge. The information is there for your use, but no expert, (no, not even a therapist) can know if the information is right for you.

If you remember who the boss is, then you will use the information wisely and judiciously, rejecting whatever there is that does not suit your style or personality. You will use it to support and further your goals, and to aid in the celebration of your accomplishments.

Whenever you find your motivation flagging, look around for how you are doing at being your boss. Are you using a motivational, supportive style? Have you let someone else take over your authority? Is there some appreciation you need?

Take a few minutes with yourself every day just for appreciation. It's easy, fun, and very effective. Imagine living every day energized and motivated!!! 

# HOLIDAYS ARE RIGHT AROUND THE CORNER!

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# B.R.E.A.T.H.E.

## - Dealing With Stress In The Age Of COVID-19

By Diane Rumbaugh

**O**ur world is riddled with fear and anxiety. Finances. Aargh! How will we pay the rent/mortgage or have money to pay for food when we're out of work? We're lonely and miss the times when we could be with our friends and family. If we have kids, we agonize over what kind of impact the lockdown is having on them, and if we'll survive home-schooling and 24/7/365 childcare. And then there's the very real possibility that we or our loved ones might come down with the virus. ▶▶

## LIFESTYLE

When our brain is hijacked by so many strong emotions, it may seem that there is nothing we can do to diminish our fear or anxiety. Yet, there is a way to manage how we feel. To start, just breathe. Not only physically breathe, but use the B.R.E.A.T.H.E. technique, as described below.

### BREATHE

Take three deep breaths, focusing purely on your breath as you inhale (through your nose if you can) on a count of 4, hold for a count of 3, then exhale (through your mouth if you can) on a count of 4. This technique is called a “pattern interrupt.” Whenever an anxious thought creeps up, by focusing on your breathing for only a few moments, you will interrupt the pattern of panic or fearful emotions just long enough to calm down your racing mind, and your body’s over-active flight/fight response.

Deep breathing relaxes your heartbeat and steadies you so you can get back to constructive thought. You know, the problem-solving variety, as opposed to the “Chicken Little the sky is falling” variety. So, the first step to control anxiety is to take three, slow, deliberate deep breaths whenever the need arises.

### RECLAIM YOUR RELATIONSHIPS

Reclaim your relationships with your family, your significant other, your children and your friends. If you’re with your kids at home, see it as a positive even if they’re loud and demanding sometimes (OK, always). Appreciate this “forced

togetherness” and view it as a unique opportunity to grow close. The internet is full of ideas and resources that can help you cope with being together intensely under one roof.

In addition, make the effort to call, text and set up Zoom gatherings with extended family and friends. You need their support, and they need yours. Connection is more vital now than ever. Be creative. This is not a time to ignore the relationships that matter to you.

### EXPRESS YOUR EMOTIONS

Find a safe person, someone you can trust with your emotional life. Finding such a person and interacting with them regularly can be a critical way of easing your anxiety. This can be a counselor, a minister, or a healthcare worker, for example. It’s tempting to unload on your BFF, but a professional is better equipped to deal with your fears and anxiety on an ongoing basis.

A good alternative - or adjunct - is to express your emotions in a private journal. Journaling gives you the opportunity to express your innermost feelings. It’s your safe and private place to talk about the stresses you’re feeling. Journaling can be cathartic since you’re no longer holding your feelings inside. You don’t have to be a writer to journal. You can scribble nonsense on a pad, rage all over your keyboard, and be as ungrammatical as you like. Journaling is a release, not an exercise in either penmanship or prose.



### AIM YOUR FOCUS

When we're in the midst of a crisis, the tendency is to allow our focus to drift back to the cause of your anxiety again and again. It keeps you up at night. All night. Not good for your health! Besides, rehashing your troubles endlessly only succeeds in making you more anxious, more stressed, more out of control.

Deliberately, purposefully aim your focus. When you find yourself drifting into useless worry or questioning, take charge and do your best to problem-solve. Be a MacGyver, get intrigued by what you can accomplish with what's at hand, here and now, rather than sweating over what you can't, obsessively.

### TRANSFORM YOUR NEGATIVE THOUGHTS

Closely related to aiming your focus is transforming your negative thoughts. Be alert to when your thoughts veer into negative thinking. Reframe them into more positive statements.

So, for example, "I've been laid off, it's horrible, how am I ever going to survive this?" can be reframed to "I've been laid off, OK, I'm not the only person experiencing this. I'm good at what I do, I will bounce back. I've applied for unemployment. That will help."

Above all, be sincere. Don't lie to yourself "Oh, it's all going to be fine," may eventually be true, but if that's not what you believe in the here and now,

don't say it. One of my favorite reframes is "We're one day closer to normal." That, for me, has the ring of truth.

### HEAL YOUR BODY

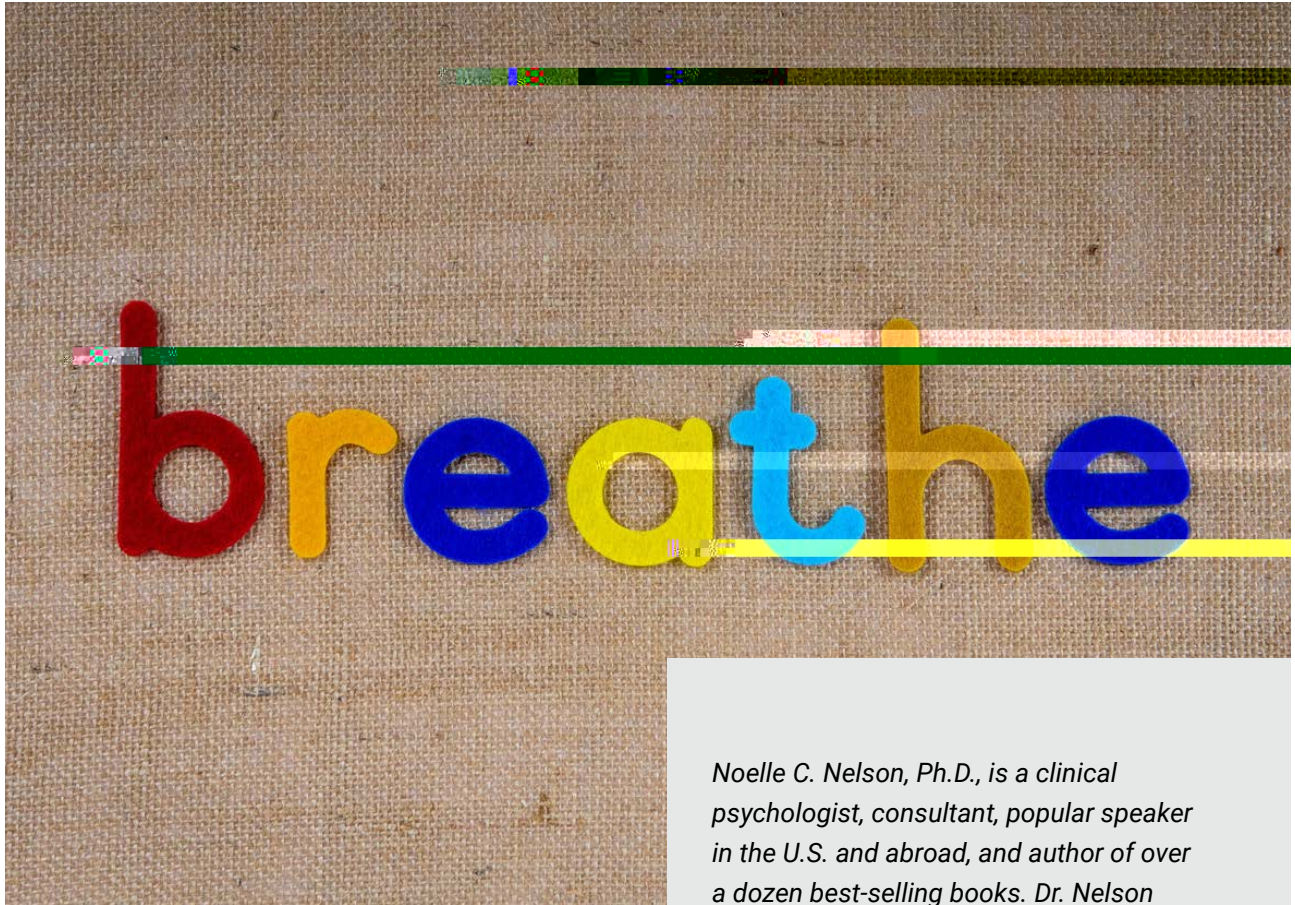
Pay attention to the physical manifestations of anxiety or stress. Stick with a healthy routine. Don't overeat or over drink. Don't let the refrigerator or the drinks cabinet be your "go-to" when really you're simply bored. Boredom is much better alleviated with exercise, or reading, or some kind of productive work than with munching your way through the day.

Make sure you are getting enough sleep, since good sleep is one of the body's best restorative tools. Given that sleep can be difficult when you're stressed, consider using one of the calming meditations readily available online, usually for free, to help lull you into sleep.

Get rid of your anxious thoughts before you turn the lights out: toss them into an imaginary wastebasket. Follow that up with writing down a list of everything you were grateful for that day, and let those be the thoughts you carry with you into slumber.

### EXERCISE

You love working out at the gym-but the gym is closed. You look forward to your weekly game of tennis with your friends-but the gate to tennis courts is locked. Don't make the excuse of not exercising because exercise options are



no longer available. Exercise at home—there are multitudinous YouTube exercise videos of all kinds. I’ve found enough ballet barre videos to keep me going for quite a while! Exercise is not only good for your body, it releases endorphins that help you get into a more positive, calmer, less anxious frame of mind.

Wash your hands, observe social distancing, wear that mask, and B.R.E.A.T.H.E.! Hopefully we’ll all meet together on the flip side of COVID-19, having weathered this challenging time successfully. 🌸

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# A Guide To Video Interviews - Tips For Success

By Michael M DeSafey



## WHAT IS VIDEO INTERVIEWING?

Video interviewing is the practice of conducting an employment interview on the internet via video communication software, such as Skype or Facetime. There are two types of video interviews, a one-way video interview, and a video call. For one-way interviews, the employer gives candidates a series of questions and you record your interview video and send it for later review. In a video call type interview, you answer the video call when the interviewer calls and talk to the person over video. The conversation is in real time, unlike the one-way interview; you can see them and they can see you.

Video interviewing is becoming a common new trend among employers in the construction, engineering, and environmental industries. It

is very cost and time efficient, and can be used anywhere in the world. Employers can learn everything they need to know, without all the travel and hassles of the interview process. Interviewing in this way can be very different than the face-to-face meetings used in construction, engineering, and environmental industries in the past. Rather than talking to someone in person, you will be talking to someone through a computer screen. It may feel a bit awkward talking to a face on a computer screen, but learning how you can prepare yourself can be a big help.

This blog will explain the pros and cons of video interviewing, as well as everything you need to know to get through your next video interview in the construction, engineering, or environmental industry, with success.

### The Pros of Video Interviewing:

- **Very cost and time efficient for both employers and candidates**
- **Candidate can be interviewed anywhere in the world, closing the gap caused by geographical location.**
- **Great way of screening candidates before calling in for a face-to-face meeting**
- **Interview can be recorded for additional review**
- **The Cons of Video Interviewing:**
- **You must have access to internet to be a candidate**
- **Connectivity problems can happen, and can**



be very inconvenient and stressful

- Talking over computer can be awkward and increase nerves
- Some people feel they do not interview as well over video as they do in person

How to Prepare for the Interview:

### 1. Make sure your computer's software, microphone, and webcam are all working properly before the interview.

Make a test call to a friend or family member an hour or so before the interview and familiarize yourself with video calling. Make sure you give yourself enough time to fix any problems that may arise. Check your internet connection to try and avoid any connectivity problems during the call.

### 2. Prepare your surroundings

Employers will not only see you, but your surroundings. Make sure the area behind you is neat, clean, and not distracting. Go somewhere quiet and make sure to turn your cell phone ringer off. Make sure the lighting is good and the interviewer can see you clearly.


### 3. Dress Nicely

Even though you won't be seeing the interviewer in person, it is important to still dress nicely, as if you were going to the job interview in person. The construction, engineering, and environmental industries can be a very competitive job market, the interview needs to be taken very seriously, even though it is not what you are used to.

### 4. Familiarize Yourself With The Company

Learn about the company you are interviewing for. Know what the company does, what they stand for, and what they look for in an employee. You will stand out as an interviewee if you have taken the time to get to know the company and can make sure you are the employee that they are looking for.

Last and most important, do not be late or miss the video call! This is the same as being late or missing an in-person job interview.

As the internet bridges the gap between nations, video interviewing is becoming a much more common practice in the construction, engineering, and environmental industries. Applying for jobs across the world is now possible with video calling. It eliminates the need for travel and saves time for both parties. It has its pros and cons, but overall is a very useful and reliable option for professionals. 

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