



**Tips to Interview Remotely
Prepared by the Experts at
Media Staffing Network**

A top-down view of a workspace on a light blue background. In the top left, a white cup of coffee with a latte art design. Below it, a wooden clipboard with a silver metal clip holding a white sheet of paper. In the bottom left, a green fern frond is visible.

Tip #1

Most companies currently
review resumes and
recruit via phone and
social media now

Tip #3

Prior to the call, send the job profile and other pertinent materials to position your company, your opportunity and your expectations of the job

The word "EMAIL" is spelled out using five metal cookie cutters. The letters are arranged horizontally on a light-colored surface. The 'E' is a standard three-lobed shape. The 'M' has a wide base and a narrow top. The 'A' is a simple triangular shape with a horizontal bar. The 'I' is a simple vertical bar. The 'L' is a simple L-shaped block. The cutters are slightly raised, casting soft shadows on the surface below them.

Tip #4

Set up your 1st meeting via phone or better yet, either Face-time, Zoom or other connection software



FaceTime



zoom

Video Communications



GoToMeeting

by LogMeIn



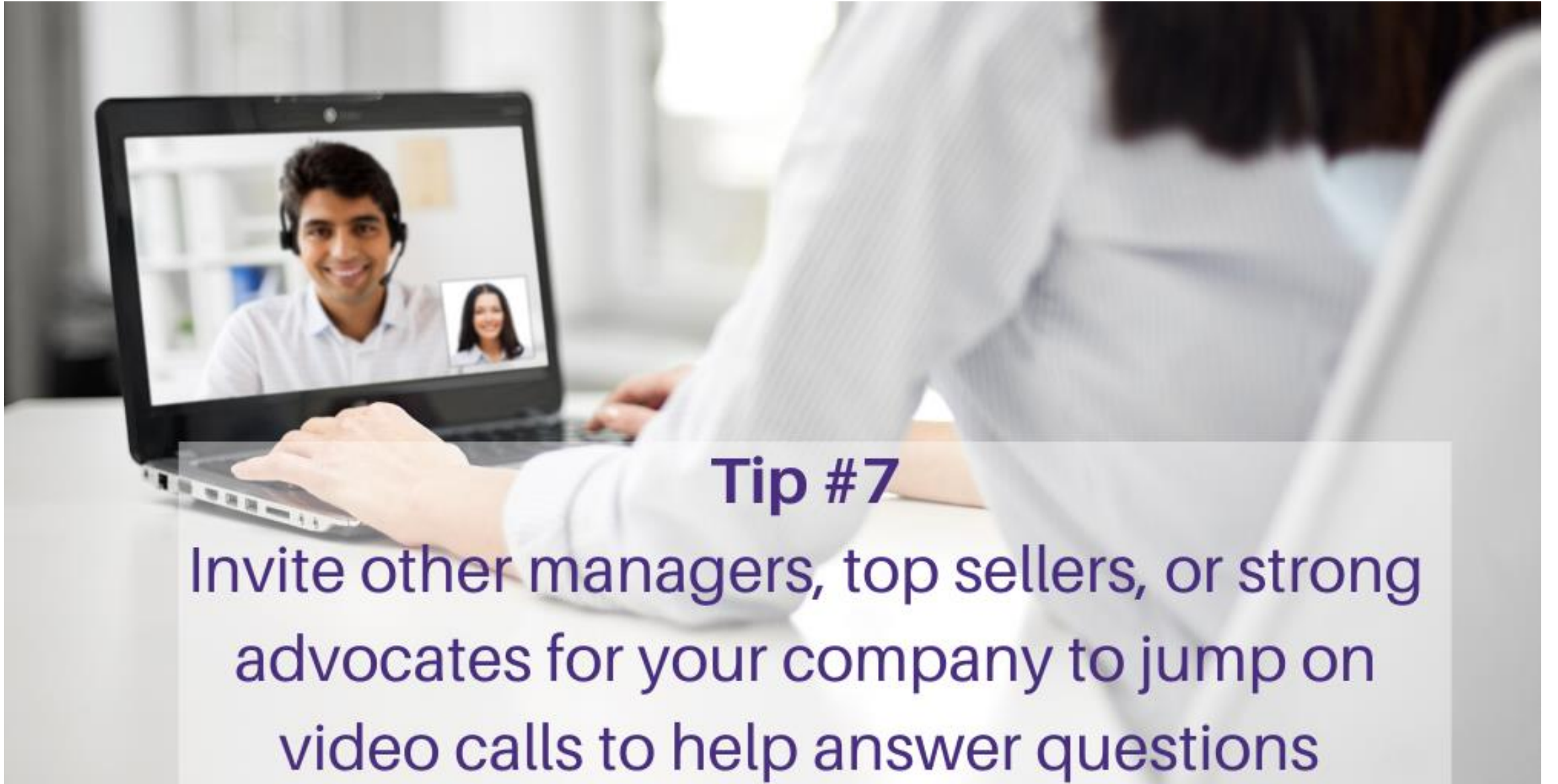
Tip #5

Prepare your questions in advance, be prepared to 'sell' your opportunity and take notes so you know where things stand with this prospect

Tip #6

If you are interested in this prospect,
consider taking them on a virtual
tour of your office





Tip #7

Invite other managers, top sellers, or strong advocates for your company to jump on video calls to help answer questions



Tip #8

Be prepared to share, via email or on your Zoom calls, samples of what you present to clients so they can get an idea of what the products are and how they are presented



Tip #9

Offer websites to help them with their research on your industry for a better overview



Tip #10

Follow up with the prospect regularly to keep them apprised of your hiring process. Keep them engaged until you are ready to hire

A close-up photograph of a person's hands holding a white rectangular sign. The person is wearing a dark suit jacket, a white dress shirt, and a dark tie. The sign has the words "DON'T PANIC!" printed on it. "DON'T" is in black, and "PANIC!" is in red. The background is slightly blurred, focusing attention on the sign and the hands.

**DON'T
PANIC!**

Don't panic, you still need to do your due diligence when hiring people!

We want to help our industry stay healthy – both physically and financially.

We are here to brainstorm; help keep your team together and support you anyway we can!

Laurie Kahn, Patty Kincaid, Kate Glenn, Cori Hirsh, Jennifer Lane, Leslie Schaye, Carrie Longmire

