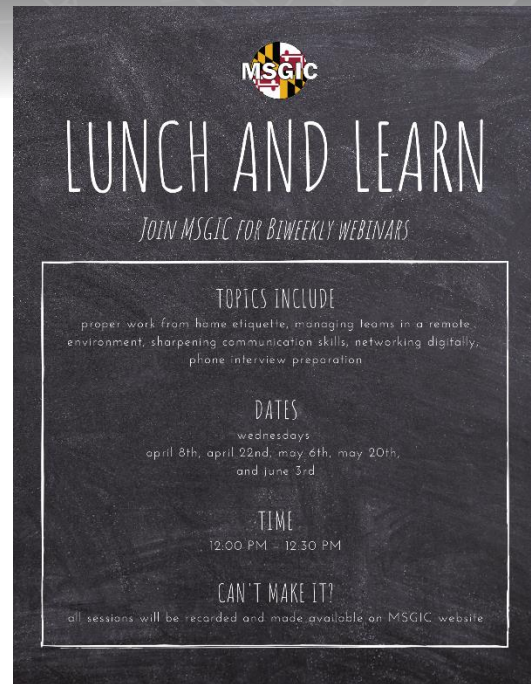**Maryland State Geographic Information Committee**

A commitment to excellence in the development and coordination of geographic information technologies.

Phone Interview Preparation

MSGIC Lunch and Learn
Session 5 of 5
June 3, 2020

- ## MSGIC LUNCH AND LEARN SERIES
  - Five 30-minute lunchtime sessions
  - Every other Wednesday starting April 8th
  - Topics include:
    - Work from Home Etiquette
    - Managing Teams in a Remote Environment
    - Sharpening Communication Skills
    - Networking Digitally
    - Phone Interview Preparation

LUNCH AND LEARN

Join MSGIC for biweekly webinars

TOPICS INCLUDE
proper work from home etiquette, managing teams in a remote environment, sharpening communication skills, networking digitally, phone interview preparation

DATES
wednesdays
april 8th, april 22nd, may 6th, may 20th, and june 3rd

TIME
12:00 PM - 12:30 PM

CAN'T MAKE IT?
all sessions will be recorded and made available on MSGIC website

Maryland State Geographic Information Committee

A commitment to excellence in the development and coordination of geographic information technologies.
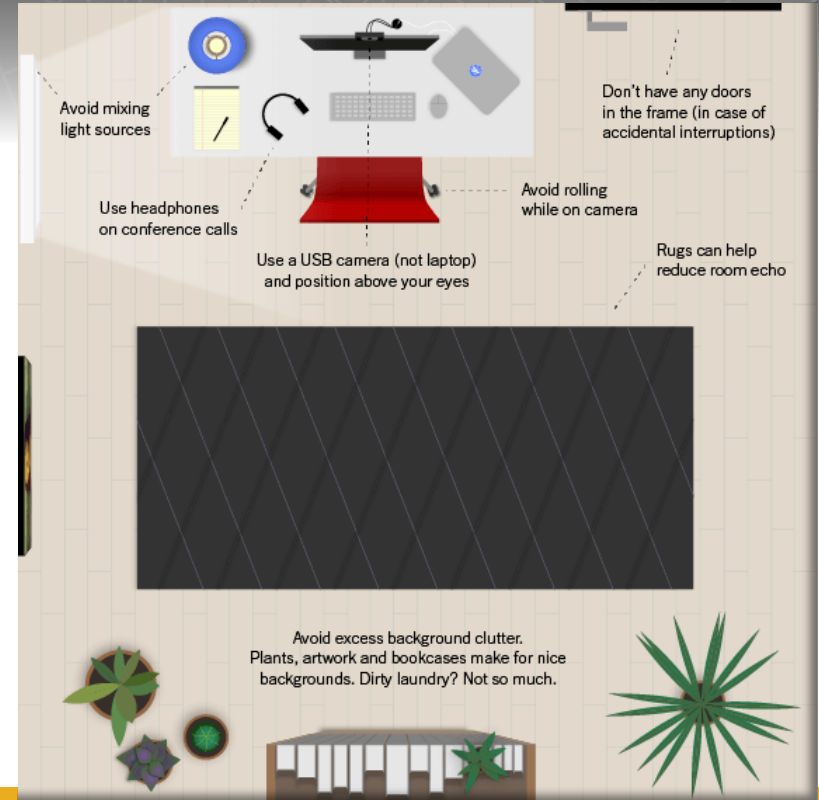
- ## SPEAKER: CHRISTINA GLADMON

  - GIS Technician for Spatial Systems Associates

  - MSGIC member

  - TUgis Advisory Board:
    Map/App Committee Chair

  - Emerging Professional (2 yr in the field)

- ## KEYS TO A SUCCESSFUL REMOTE INTERVIEW

  - Preparation

  - Interview

  - Follow Up

- ## PREPARATION

  - Pick the time/place

  - Research the company

  - Know who is interviewing you

  - Look over the job description

  - Send your portfolio in advance

Avoid mixing light sources

Don't have any doors in the frame (in case of accidental interruptions)

Use headphones on conference calls

Avoid rolling while on camera

Use a USB camera (not laptop) and position above your eyes

Rugs can help reduce room echo

Avoid excess background clutter. Plants, artwork and bookcases make for nice backgrounds. Dirty laundry? Not so much.

Maryland State Geographic Information Committee

A commitment to excellence in the development and coordination of geographic information technologies.

- ## PREPARATION: DAY BEFORE THE INTERVIEW

  – Confirm the time

  – Resume, skill list, portfolio ready to go

  – Check your technology

  – Consider answers to possible questions

  – Double check your space

  – Prep your attire

- INTERVIEW DAY
  - Start strong
  - Smile
  - Create a conversation
  - Take notes
  - Concluding your interview

- ## INTERVIEW: THE QUESTIONS

General:
- Tell us about a time you were faced with a problem, how did you solve it, and what was the result? What did you learn from it?
- Describe your ideal manager.

Emerging Professionals:
- Why did you choose a GIS career?
- Do you know any programing languages?
- Give an elevator pitch on why our organization needs your GIS skills.
- Tell us about how you organize, plan, and prioritize your work.

A few years in the field:
- How proficient are you with the programming/scripting language JavaScript? Please tell us about how you have used it in your work.
- This organization works on projects in a group and individually. How do you communicate to keep everyone on your team informed?

- FOLLOW UP

  - The thank-you email

  - Follow up

- LAST MINUTE THOUGHTS

  – Interviewing someone remotely is stressful for everyone

  – Interviewing are necessary but can be very time consuming for the hiring manager

  – They may ask you to take a skills test at one of their facilities

  – If they ask for references make sure your references know that you will be using them

Maryland State Geographic Information Committee

A commitment to excellence in the development and coordination of geographic information technologies.

Questions?