



# VIRTUAL HANDSHAKE

Finished files are the result of years of scientific study combined with the experience of many years.



# STAGES OF AN INTERVIEW

Skills that are being assessed during these stages

- Communication
- Content
- Trust
- Confidence
- Intelligence
- Knowledge
- Leadership
- Action oriented
- Collaboration





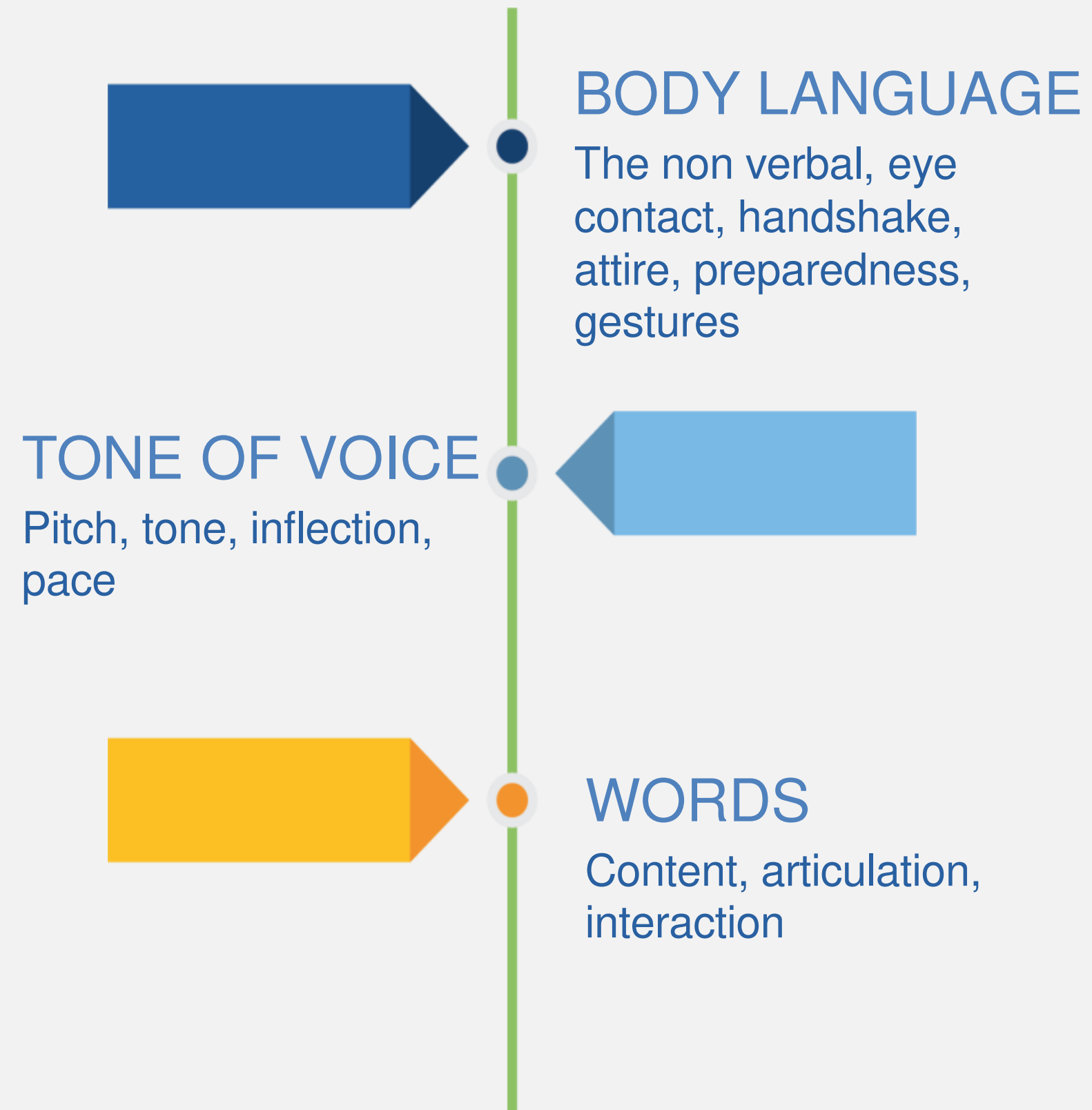
In a survey of members of the American Personnel Consultants, people who are responsible for hiring candidates for large companies, generally agreed that they made their decision to hire or not to hire a person within the first 30 seconds of the first meeting.

- 55% of our message comes from body language
- 38% of our message comes from tone of voice
- 7% of our message is conveyed by the words we use

Mehrabian 2007



It's not what we say, but how we say it that  
often matters most



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## The Virtual Handshake

Set up your equipment for  
success

- Background
- Lighting
- Camera orientation
- Background noise
- Volume



## The Virtual Handshake

Set up your equipment for  
success

- Do not multitask





A study by the University of London found that participants who multitasked during cognitive tasks experienced an IQ score **decline** like the ones who have stayed up all night.

## **DO NOTs**

- **Keep mobile phones away**
- **Avoid eating or drinking**
- **Do not open multiple windows on your screen**

# NON VERBAL COMMUNICATION IN A VIRTUAL ENVIRONMENT



## ETIQUETTE – Mostly common sense!

Many hiring managers like to disqualify candidates based on common sense errors because it gives them a definitive reason for saying no and not taking a risk. Managers also think that a candidate who is lacking common sense is not detail-oriented or intelligent, or that they simply don't care.

**COMMUNICATE**  
Respond to communication

**PREPARE**  
Being prepared will help manage interruptions

**ON TIME**  
The rule applies to virtual interviews as well

**AVOID DISTRACTIONS**  
Be present for the meeting

THANK YOU!

# Summary

- What are finished files?
- Stages of an Interview
- Body language, tone of voice and Words
- Equipment set up
- Why shouldn't you multitask?
- Non verbal communication in a virtual environment
- Etiquettes

### Poll Results

