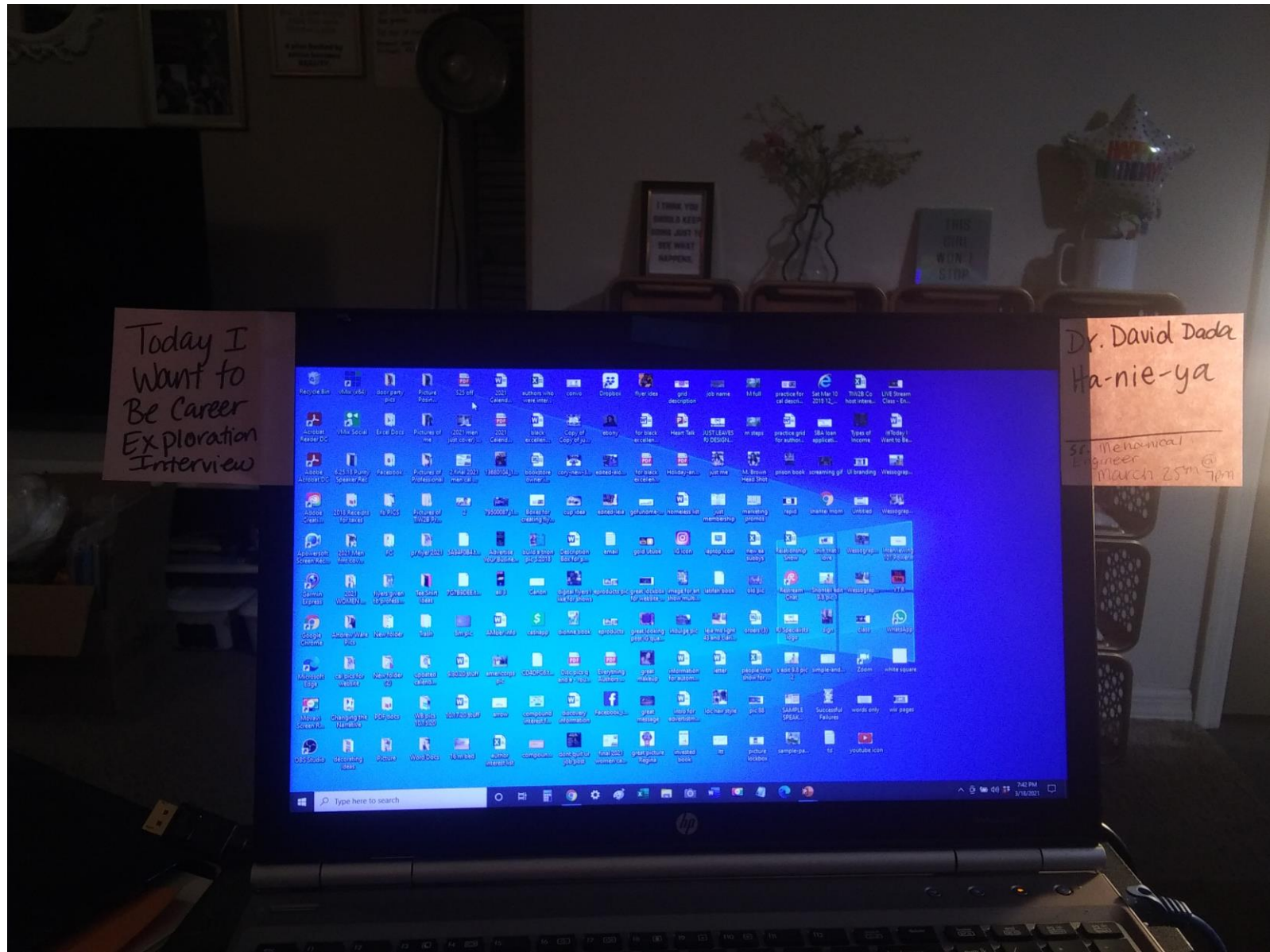


Interviewing 101

Instructor: Martinique Brown

Pre-Show

- Pre-show Email
- Send Zoom link without all the extra information
- Send questions in advance to guests
- Messages sent to guests
- Write your questions out in advance
- Name of the show and guests names on screen
- Give the guest a run through of the show
- Tell the guest not to log off when you say goodbye to viewers
- Have scrap paper and pen for additional questions you may think to ask



Today I want to Be Career Exploration Interview

Dr. David Dada
Ha-nie-ya
Sr. Mechanical Engineer
March 25th @ 7pm



During the Show

- Tell the viewers what you want them to do
 - Share, post their questions and comments, come to the designated page, and anything regarding your guest (follow them on social media, purchase something, etc.)
- Stay inquisitive and dig deeper into their responses (don't be afraid)
- Don't always ask the same person the first question if more than one guest
- Don't be afraid to take control of the show if a guest is taking a long time to respond
- Periodically remind viewers
 - The name of the show, the guests' names, topic and what you want them to do (just once OR when you see more people tuned in)

During the Show (Con't)

- Get guest involved in show if they seem to be losing interest
- Use Zoom's chat feature to communicate with guests when needed (but not a lot)

Post-Show

- Send them your review link
- Build your email list by asking viewers who commented to join email list