



Opportunities for Ohioans  
with Disabilities

# **VIRTUAL HIRING EVENT CANDIDATE PREPARATION**



Opportunities for Ohioans  
with Disabilities



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Specialist



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**TODAY'S PRESENTERS**

# RESOURCES



Opportunities for Ohioans  
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Pre-recorded  
Presentation

Transcript

PowerPoint  
Presentation

Resource Guide

Employer  
Videos

Link to Resources:

<https://ood.ohio.gov/wps/portal/gov/ood/individuals-with-disabilities>



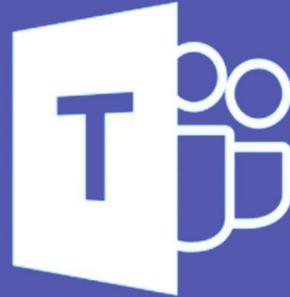
## Virtual Hiring Event Resource Guide

### Table of Contents

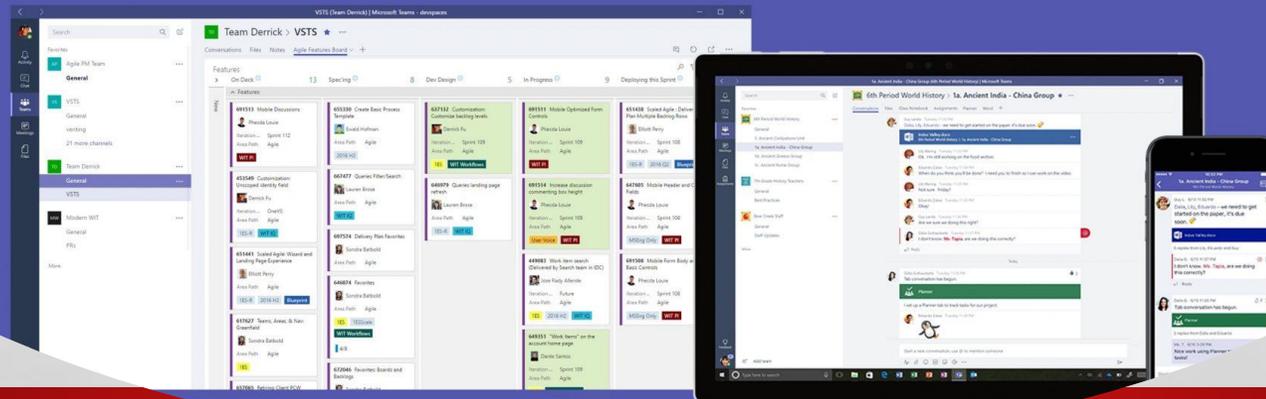
Joining Teams via Computer.....	PG 3
▲ Joining Teams via Mobile Device .....	PG 5
Accommodations Procedure .....	PG 8
Virtual Interview Tip Sheet .....	PG 9
Behavioral-Based Interview Tip Sheet .....	PG 11
Virtual Hiring Event Check List .....	PG 13
Screen Reader Shortcuts .....	PG 14



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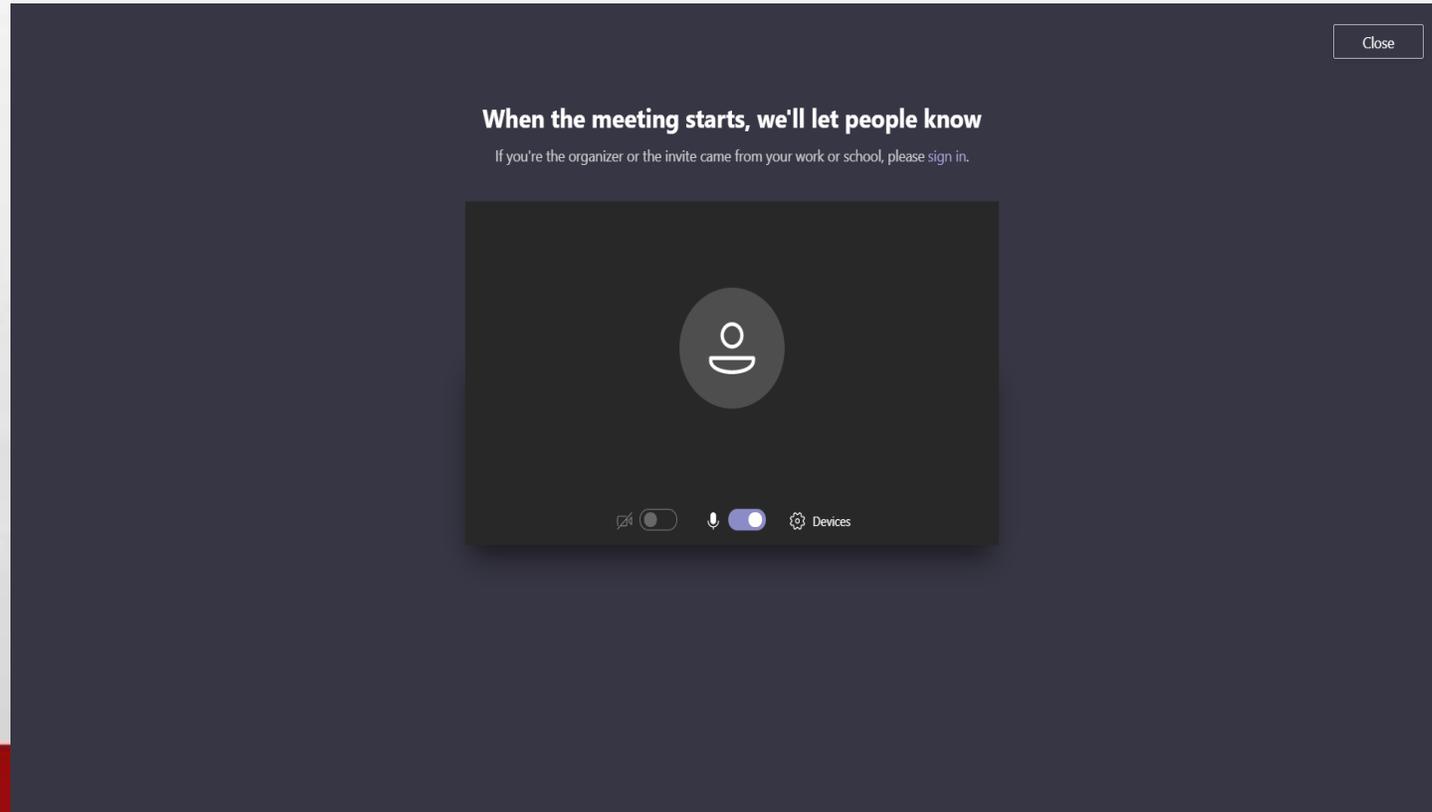
# Microsoft Teams





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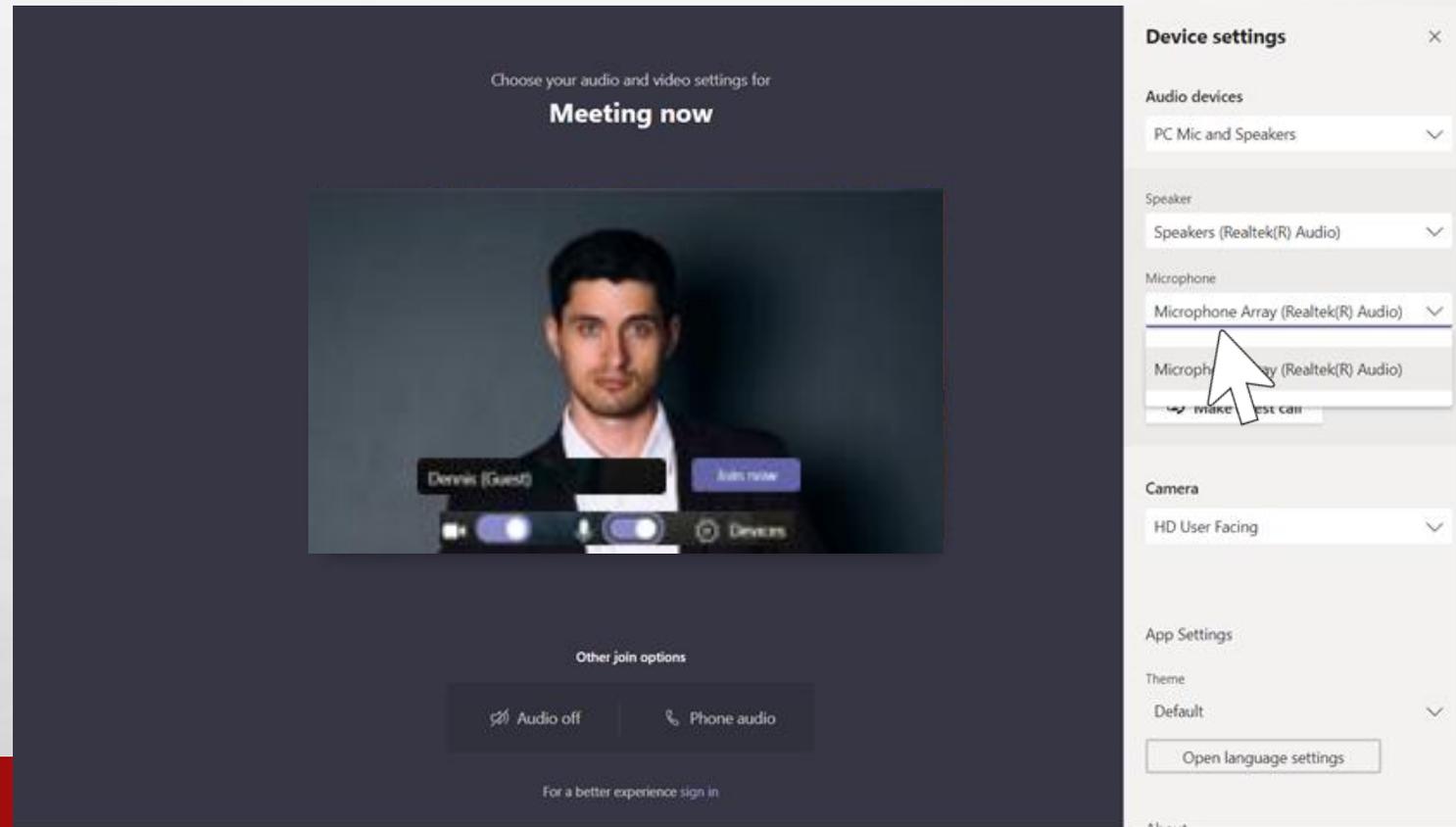
# MICROSOFT TEAMS INVITATION





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# MICROSOFT TEAMS SETTINGS



# MACINTOSH SETTINGS



**Ohio**

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**1**

**Open System Preferences**

**2**

**Select Security & Privacy**

**3**

**Under Privacy, choose  
Microphone on the left**

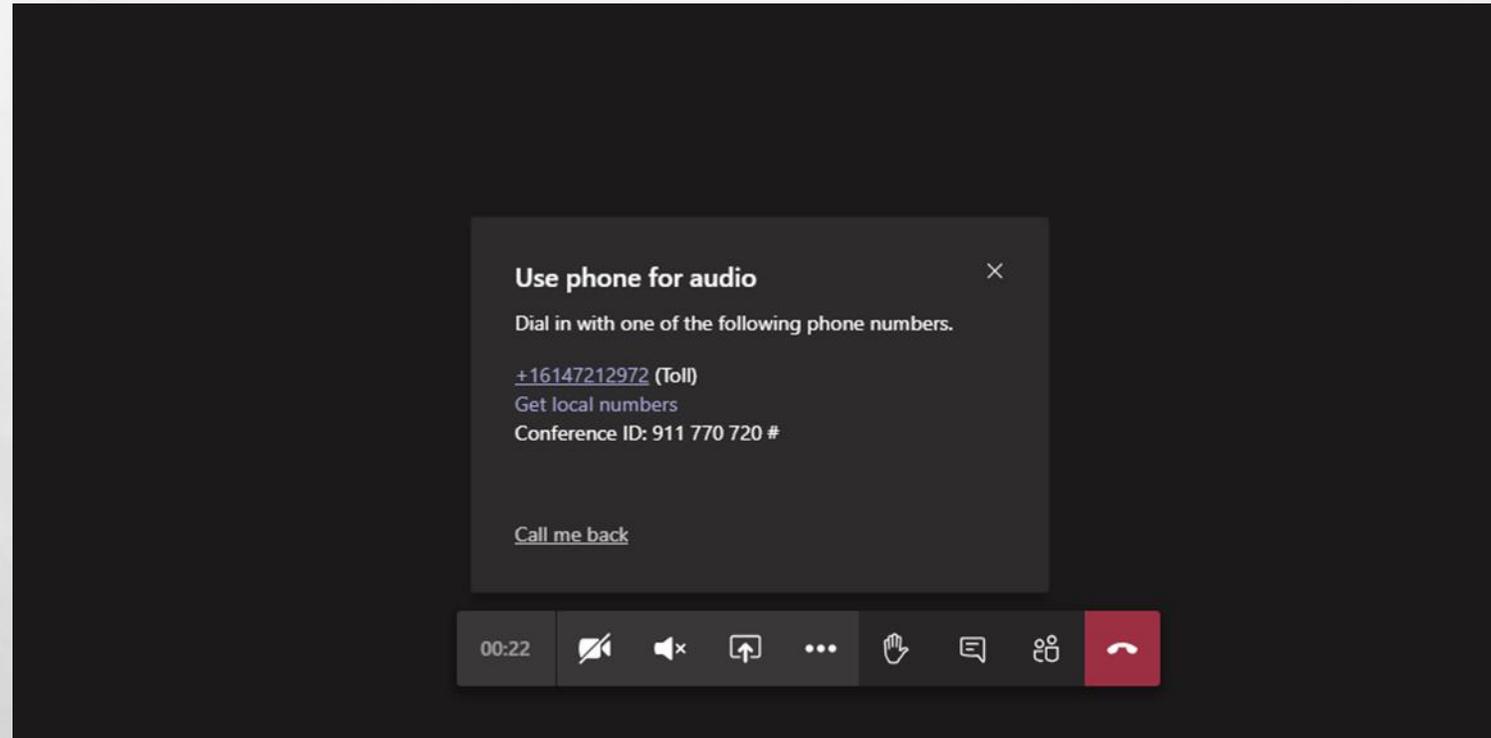
**4**

**Make sure Microsoft  
Teams is selected**



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# USE PHONE FOR AUDIO



# SMARTPHONE

Ohio

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Download the APP

Raise your Hand

Pin the Speaker

Tap in the Meeting

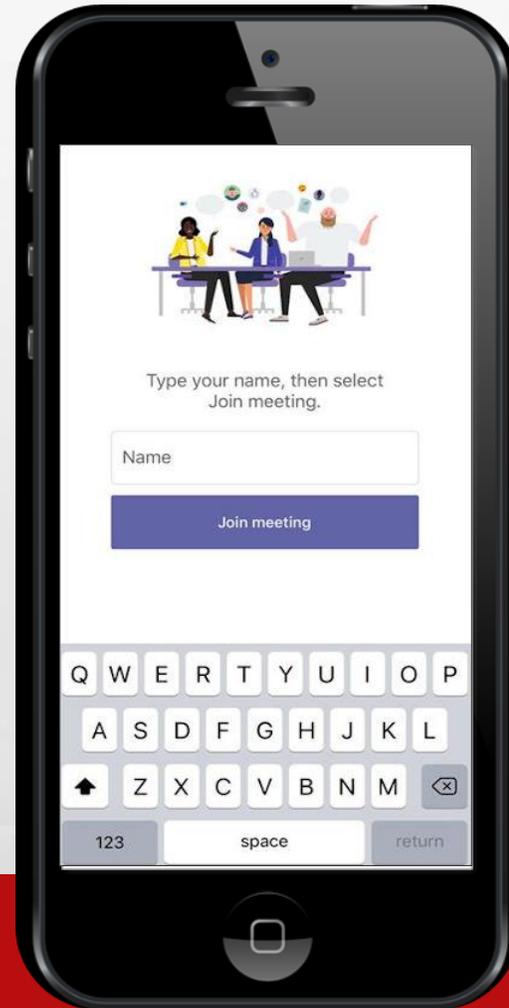
Pinch and Zoom



# MOBILE TEAMS SETTINGS



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# CALL IN TO VIRTUAL HIRING EVENT



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## Join Microsoft Teams Meeting

+1 614-721-2972 | United States, Columbus (Toll) |

Conference ID: 911 399 151#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

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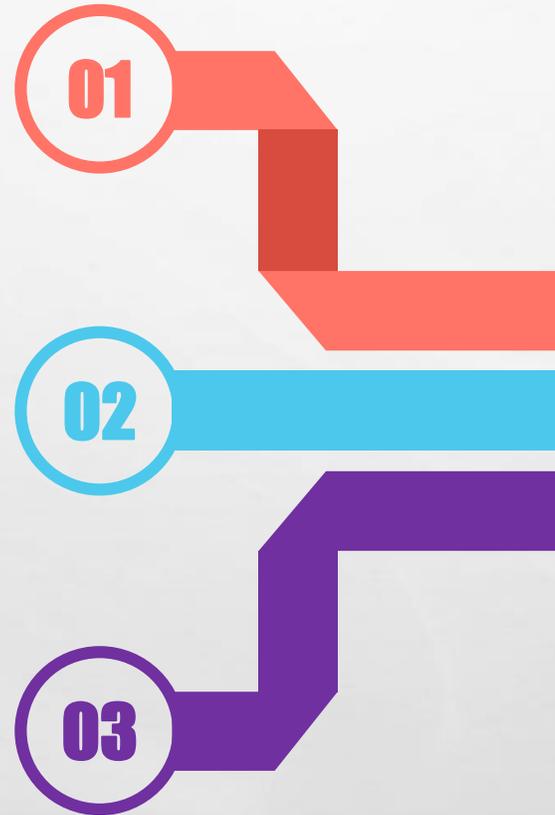
# ACCOMMODATIONS Ohio

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Discuss  
Accommodations  
with Team

Work with  
Community Providers

Inform Employer  
Partners



# SCREEN READER



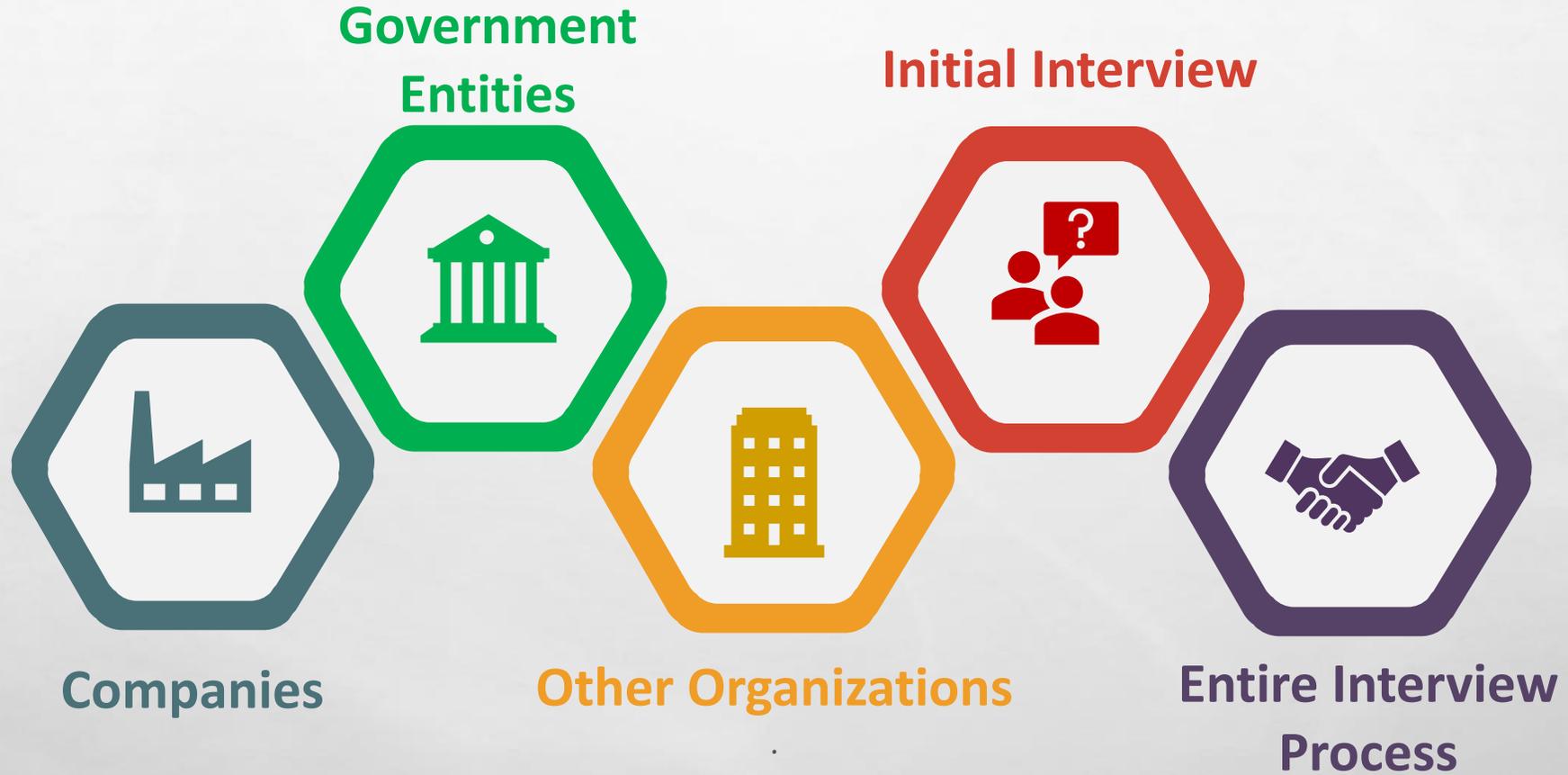
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# VIRTUAL INTERVIEWING



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# TYPES OF VIRTUAL INTERVIEWS



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Phone Interview



Online, Two Way  
Interview



Online, One Way  
Interview

# TECHNOLOGY



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- CHECK WI-FI SPEED
  - SPEEDTEST.NET
  - WITH JOB DEVELOPER
- RESEARCH PLATFORM



# ENVIRONMENT



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Practice Using  
Computer  
Camera

Device is Ready  
to Go



# PRACTICE

Ohio

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Use Technology

01

Practice  
Answering  
Questions

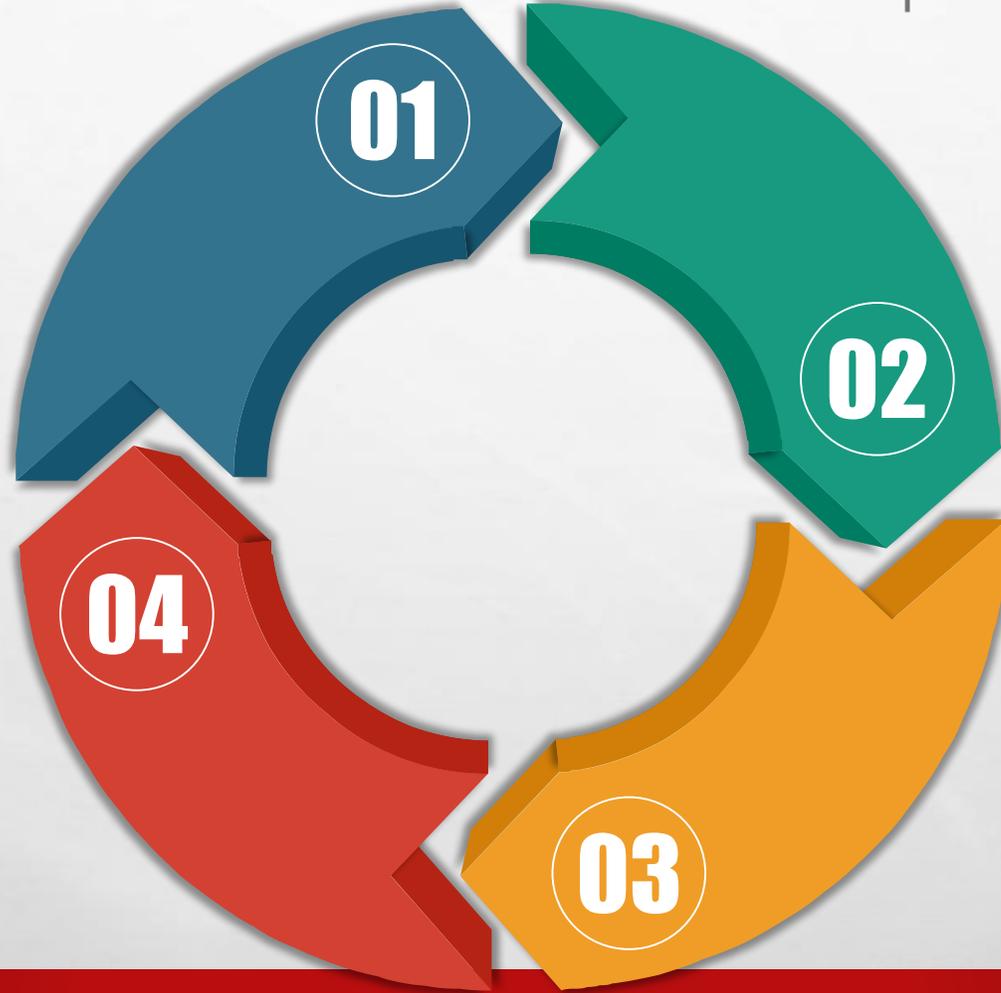
02

04

Review Common  
Questions

03

Research  
Employer



# INTERVIEW



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**01**

Dress Professionally

**02**

Virtual Eye Contact

**03**

Digital Handshake

**04**

Body Language

**05**

Control Environment

**06**

Prepare Questions

# BEHAVIOR BASED INTERVIEWS



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**STEP 01**

**STEP 02**

**STEP 03**

**STEP 04**

Study Job  
Description

Identify Skills

Write Stories  
(STAR)

Be Specific

# S.T.A.R. SYSTEM



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**Situation**

**Task**

**Action**

**Result**

# S.T.A.R. EXAMPLE

Ohio

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Situation



Task



Action



Result

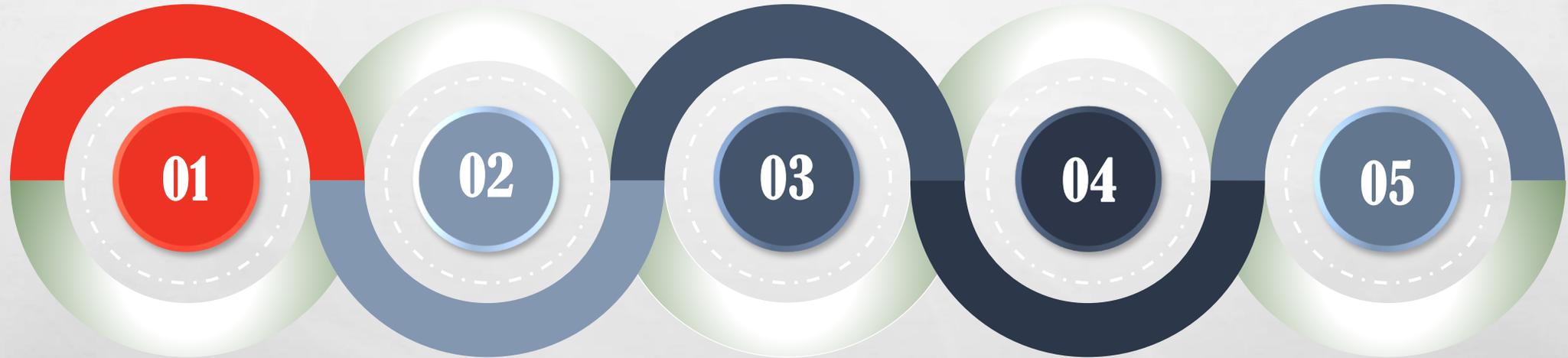
# COUNSELORS & TALENT SOURCING COORDINATORS

**Ohio**

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Submit Questions

Provide Accommodations



Review Check List

Complete Questionnaire

Submit Final Resume

# JOB DEVELOPERS



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**Foster  
Independence**

**Mock  
Interviews**

**Closing and  
Follow up**

**Help Prepare  
Environment**

**01  
STEP**

**02  
STEP**

**03  
STEP**

**04  
STEP**

# SUMMARY



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## Virtual Hiring Event



Same Goal as  
Traditional Interview



Get Tech Savvy



Utilize Resource Guide



Questions?

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