

7 Steps to Prepare for Your Virtual Interview



Congratulations on your upcoming interview with Mutual of Omaha. We look forward to learning more about your background and qualifications. Check out the steps below to prepare yourself for the big day. Good luck!

1. Prepare

- Test your camera and microphone a few days before the interview.
- Have your resume and any assignments readily available on your screen or browser.
- Close out of any personal browsers, emails or videos and mute all notifications to eliminate distractions during the interview.

2. Research

- Take some time to research our company and use your findings in the interview. Our Careers site is a great place to find information.
- Know who you will be speaking with during the interview — your recruiter will provide you their names.
- Browse LinkedIn and learn more about your potential new team members.

3. Location

- Pick a place free of distractions. Try to find a space away from distractions such as pets, children and noisy appliances.
- We recommend using a well-lit, quiet place with a simple background behind you.

4. Be on time

- At least 10 minutes before your scheduled interview,

make sure everything is in place — including you.

- Mute your microphone until the interview begins.
- If you are having technical issues, please contact the coordinator or recruiter as soon as possible.

5. Dress the part

- The right attire can put you in the correct mindset and encourage a positive first impression. Wear something professional that makes you feel confident.

6. Have fun and be yourself!

- A key part of an interview is determining whether you'd be a good fit for the company's culture. We embrace diversity and inclusion and welcome you to be the best version of yourself.

7. How to stand out

- Do your homework. Show that you understand the company and the position that you applied for.
- It may feel odd in a virtual interview but make eye contact with the interviewer.
- Discuss your strengths. Be prepared to summarize your experience and highlight what you can uniquely bring to the position.
- Ask questions to make sure the job is a good fit for you.
- Be familiar with the STAR Interview Technique.

STAR Interview Technique



PREPARE

Listen to the questions and think of an event.

S

SITUATION

Describe the situation you were in or the task that needed to be accomplished. Be specific to an event or situation.

T

TASK

Describe the goal you were working toward.

A

ACTION

Describe the actions you took to address the situation. Be specific and keep the focus on your role in the situation.

R

RESULT

Describe the outcome of your actions. Be sure your answers contain positive results.

Discover an Inclusive, Caring and Collaborative Culture Where You Can Be at Your Best



We're a 'Great Place to Work'!

We're proud to receive the Great Place to Work® Certification™. It's no secret that we think our associates make Mutual of Omaha a great place to work. In fact, 96% of our associates surveyed said that when you join our company, you are made to feel welcome.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at 1-800-780-0304. We are available Monday through Friday, 7 a.m. to 4 p.m. CST. For all other inquiries, contact our HR Helpline at 1-800-365-1405.

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