

HOW TO NAIL YOUR FLEX INTERVIEW

Presented By

FlexCPAs
Redefining The "Traditional" Workplace

INTRODUCTION

WELCOME, WELCOME

Hello!

I decided to put together a formal How To Guide on everything I have learned when recruiting Top CPA Flex talent.



Within this guide, you will find an in-depth description on the questions that will be asked in a flex interview, the responses you should utilize to help craft the perfect interview answer and key tips and tricks that will aid in you securing a Flex career opportunity.

Check it out, critique it, and send me your thoughts at flexcpas@gmail.com.

**Cheers,
Ron Niemaszyk**

TYPES OF FLEX INTERVIEWS

FLEX INTERVIEW OPTIONS

Depending on the employer, you can expect any of the following **flex interview options**:

- **Phone Interview**
- **Video Conference Interview**
- **In Person Interview**

In my experience hiring over 15 flex employees, the most effective interview occurs in 2 stages:

- a) Phone interview with myself and staff and**
- b) In-person interview to meet the team**

FLEX INTERVIEW OPTIONS

Phone Interview

Here are some great tips to follow during your phone interview process:

- 1. Get a quiet room to host the interview**
- 2. Make sure you have time free if the call goes long**
- 3. Print out a hard copy of your resume to look over during the interview**
- 4. Take notes on key concerns/questions brought up**
- 5. Dress up in formal business attire**
- 6. Remember to smile while you are on the phone (helps your voice sound up-beat)**
- 7. Be attentive and pay attention to what the interviewer is actually asking you**
- 8. Send follow-up emails to everyone you met, ASAP after the interview**

FLEX INTERVIEW OPTIONS

Video Conference Interview

Here are some great tips to follow during your video conference interview:

- 1. Get a clean, well-lit, quiet room to host the interview**
- 2. Test your software to make sure your mic/video are working properly.**
- 3. Turn off/exit out of any computer distractions (i.e. Facebook, Gmail Chat)**
- 4. Have an internet backup plan (i.e. use your cell phone's personal hotspot in case your primary internet goes down)**
- 5. Dress professionally (Business Professional Attire)**
- 6. Look directly at the camera when answering the questions**
- 7. Keep yourself muted when not answering a question (avoids backup noise)**
- 8. Send follow-up emails to everyone you met, ASAP after the interview**

FLEX INTERVIEW OPTIONS

In Person Interview

Here are some great tips to follow during your video conference interview:

- 1. Do research on the company & position you are interviewing for**
- 2. Dress in business professional attire**
- 3. Print out extra hard copies of your resume and arrive with a professional notepad**
- 4. Upon arrival, be friendly with the receptionist as she is “informally” your first interviewer**
- 5. Sit up straight and pay attention to what your interviewer is asking you**
- 6. Don’t be afraid of taking a pause to answer a question. Gives you a second to breathe and hopefully helps you craft an answer**
- 7. Be enthusiastic during the interview with genuine smiles**
- 8. Send follow-up emails to everyone you met, ASAP after the interview**

Q&A TO EXPECT

IN THE

INTERVIEW

Q&A TO EXPECT IN YOUR FLEX INTERVIEW

Flex Question:

Have you ever worked a flex schedule before? If so, please provide the details of the arrangement and how it worked for your position?

Flex Response & Items To Consider:

If the answer is yes, this provides an opportunity for you to detail out exactly why a flex arrangement worked for you and what you are looking for from this opportunity. Make sure to include why you enjoyed working a flex schedule and how it impacted your career, in a positive light.

If the answer is no, answer the question with additional insight into why you want a flex position (maybe you knew someone that worked well for them, or always considered this as a potential option). Do not just answer no, provide additional color into your answer.

Q&A TO EXPECT IN YOUR FLEX INTERVIEW

Flex Question:

Why do you want to work a flex schedule?

Flex Response & Items To Consider:

Remember that the employer wants to know if you are dependable and willing to get the job done even on a flex schedule. So make sure to sprinkle in a few examples about how you can display these two qualities. Here is an example:

“I am interested in having a flex schedule as I currently have a 3-year-old that I want to be in charge of raising. With a part-time remote schedule, I can login throughout the day, make sure my work is getting done and still be able to be home to interact with my daughter.”

Q&A TO EXPECT IN YOUR FLEX INTERVIEW

Flex Question:

If your internet goes out, and you miss an important client call, what are your next steps?

Flex Response & Items To Consider:

This is a simple question that can showcase how you are prepared to work remotely and how good you are with change. Here is an example answer:

“I actually have my personal hotspot on my cell phone to be by backup if my internet goes out. I also live right near a Starbucks and within 3 minutes, can be up and running and ready to jump back on the call with the client. If I do miss the call, my next step is to send an email to the client, apologizing for the missed call and requesting a new date/time to host the call.”

Q&A TO EXPECT IN YOUR FLEX INTERVIEW

Flex Question:

Tell me about your “work” environment while working from home?

Flex Response & Items To Consider:

This question can be tricky if you want to respond with “I honestly can’t get anything done at home or I use my floor as my work office.” Instead, be as honest as you can about your situation and set up an optimal plan for working from home. Here is a great answer to ponder:

“I have a great home office with a window view. My children are at school throughout the day so I do not have any distractions that come my way. I also have a nearby Panera Bread that I tend to work at if I am looking for a change in scenery.”

Q&A TO EXPECT IN YOUR FLEX INTERVIEW

Flex Question:

How do you prefer to communicate with coworkers and colleagues, and how do you use different communication tools in different situations?

Flex Response & Items To Consider:

This question will be specific to your situation and preferences. If you are drawing a blank, the go-to answer is to state that you are flexible depending on the situation. For example, if you need an informal, quick response, messenger works well for this. If a more comprehensive question is coming up, I would prefer to request a phone meeting to knock out the details. Plus, there is the obvious email communications when you need to involve other co-workers.”

Q&A TO EXPECT IN YOUR FLEX INTERVIEW

Flex Question:

What are your concerns about working on our team as a flex employee?

Flex Response & Items To Consider:

This is a question that also requires a response, regardless of if you really do have concerns. It's almost those types of questions like "Do you have any questions for me?" where the answer should always be "Yes...I actually wanted to ask you about..."

Instead, I would suggestion responding with concerns about what happens when there is a life emergency, how do people communicate if they have too much work on their plates or concerns about the expectations of the co-workers.

Q&A TO EXPECT IN YOUR FLEX INTERVIEW

Flex Question:

If you had a problem when the rest of your remote team was offline, what steps would you take to working towards solving it?

Flex Response & Items To Consider:

When things go awry on a remote team, that can often mean that you're stuck making important decisions on your own. When an employer asks you this question, they want to know if you have the resourcefulness and judgement to make independent decisions when you have to. Try out this answer instead:

"I generally do everything within my power to address the problem on my own, and sometimes that means solving about 50% of the problem until I hit a wall. When that happens, I fix as much as I can and make sure that I've gotten in touch with all the team members involved, and sometimes that means through email, text, phone calls and instant messaging (for those really urgent problems!)."

Q&A TO EXPECT IN YOUR FLEX INTERVIEW

Flex Question:

How would you handle the lack of face-to-face contact with your co-workers and clients?

Flex Response & Items To Consider:

With technology today, you are able to connect with you co-workers through chat, email, phone, and even video calls. Just need to communicate that you are willing to work with the new tech to stay connected.

“I think that when you work remote you need to use something like a chat software to be in touch on the regular, you should do video hangouts at least a few times a week, and if not video hangouts, get on the phone! There is just nothing that compares to talking it out.”

**ADDITIONAL
QUESTIONS TO
EXPECT**

Additional Flex Interview Questions

- 1. How do you schedule your day?**
- 2. How do you use different communication tools in different situations?**
- 3. What does “working remotely” actually look like for you?**
- 4. What do you need in a physical workspace to increase productivity?**
- 5. How do you process information?**
- 6. How do you handle your calendar/schedule?**
- 7. How do you organize files on your computer/stay organized with ongoing tasks?**
- 8. What are the things you are looking for in a flex CPA firm?**
- 9. How do you use technology throughout the day, in your job and for pleasure?**
- 10. How would you manage remote projects with a large team?**
- 11. How do you manage your work/life balance?**
- 12. What is your biggest concern about working a flex schedule?**

END OF

PRESENTATION