

How to Use Cue Cards for a Remote Interview

1. Instead of using scripted answers to anticipated interview questions, use notecards with eight to ten lines of bulleted notes. This will allow you to speak in a more conversational tone.
2. Follow a story arc when answering questions like “why do you want this job?” or “tell me about yourself?”
 - The story arc goes as follows:
 - Setting: Who you are and your mission
 - Conflict: A problem you wanted to resolve in your past profession
 - Rising Action: Steps you have taken to address the problem
 - Resolution: How you solved the problem
 - Denouement: How hiring you will help the institution help solve their own problems
3. Designate one notecard per topic by color and lay them out in front of you
 - For example, use blue cue cards for information about yourself.
4. You can use white notecards as a reminder for eye contact, even if it's virtual.
 - If you're doing a phone interview, write on a white card the names and titles of each person on the call. Glancing at a person's name when they are asking a

question will help you visualize them, speak more conversationally, and address them by name.

5. You can use yellow, red, and orange cards for three topics that you anticipate discussing based on the job description. Be sure you have an understanding of their mission and incorporate that in your responses.

6. Purple can act as the wildcard for questions like "tell me about a time when you experienced conflict with a student or coworker and how did you handle it?" or "when were you most satisfied/dissatisfied with your work and why?"

- Write a few cues to help tell those stories and how your actions led to a positive outcome.
- For example, write, "CONFLICT: GRADE CHANGE REQUEST AT XYZ COLLEGE, EXTRA ASSIGNMENT."

7. Green means go in this instance or the point in the interview when you start asking the questions.

- Write on your green card at least five questions you prepare to ask and leave room to add more that might arise during the interview.

8. Bringing it Together:

- Arrange the cue cards on the desk or keyboard in front of you.
- Blue goes at the top left because that is where you typically start.
- White is at the top right so it's accessible and close to the camera. The three warm colors go across the middle.
- Purple is at the bottom left or off to the left side, because those questions seem to come out of left field.

- Green is at the bottom right, where you typically finish reading a page marking the end of the interview.