

## BEST PRACTICES FOR INTERVIEWING VIRTUALLY

- **Test your audio and video connections within Zoom prior to your meeting at [www.zoom.us/test](http://www.zoom.us/test).** This will also download the Zoom app to your device so that it's ready to launch when your meeting/interview begins.
- If your wireless Internet connection is less than reliable, consider hardwiring your connection with an Ethernet cable - Zoom works best on a solid, wired connection. If a wired connection is not possible, consider using another location where you will have more serviceable Wi-Fi.
- The **ideal setting** for a video meeting/interview is a **quiet, secluded room** in which you can shut out any distractions.
- Avoid being near windows against busy streets, and make sure children and pets are out of the house or being supervised to **be sure you'll have a distraction-free environment**.
- Your background should be distraction-free as well. Clean up the space behind you and have a simple background (a plain wall, a potted plant, or a bookshelf works perfectly).
- If your background is not easily modified, Zoom provides virtual backgrounds from which you may choose upon joining the meeting/interview.
- Before your meeting/interview begins, **close any unnecessary applications** on your computer, especially anything that would send an audible notification (ping, beep, ring).
- Set your cell **phone to silent mode**, turn off the ringer on any landlines, and mute your stereo.
- Position yourself so that most of the **light is coming from in front of you** (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, you will be backlit.
- Adjust your camera if it is too low or high. Your **camera should be** as close to **eye level** as is possible.
- Headphones are acceptable and encouraged if there is unavoidable background noise, as they should help to improve hearing.
- If you need to share a document or file with the screening committee during your interview (e.g., as part of a teaching demonstration), there are [video tutorials](#) on Zoom's web site for [Sharing Your Screen](#).
- Treat your interview as if it were being conducted in person.
- All video conferencing is subject to the occasional video or audio delay. Best practice is to wait a few seconds before speaking to avoid overlap.

### RESOURCES

- ◆ [THE BALANCE CAREERS](#) – Tips for a Successful Video Job Interview
- ◆ [THE CAREER FORCE](#) – Zoom Video Interview Tips
- ◆ [INDEED](#) – My Video Interview
- ◆ [SOCIETY FOR HUMAN RESOURCES MANAGEMENT \(SHRM\)](#) – Job Interviews Go Virtual in Response to COVID-19
- ◆ [SPARK HIRE](#) – Video Interviewing Tips for Job Seekers
- ◆ [VIDEO COLLABORATION](#) – Top 5 Video Conferencing Interview Etiquette