



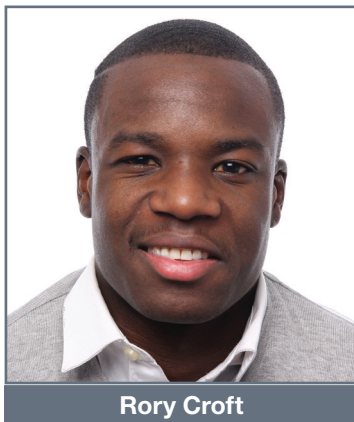
VIDEO INTERVIEWING

Tips and Resources for Candidates

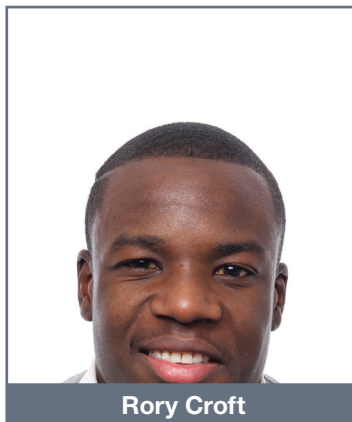
We recognize that virtual interviews may be new for some people. A few simple actions can help ensure a positive experience.

Before the interview:

- **Ensure that you understand how you will connect with the interviewer via the appointment provided.**
- **Review the directions for joining your interview. Download/test the technology.**
- **Review the interview itinerary for meeting details.**
- **Set up your interviewing area:**
 - Choose a quiet room with:
 - A plain background with no distractions. Ensure that your environment is neat and professional.
 - Good lighting. Avoid having a source of light behind you as this can wash out both you and your background and can create halos. Put a light behind your computer or between you and your computer. Daylight is satisfactory, but you can strategically add a lamp when there is not enough light.
 - Little to no background noise.
 - Check your camera and phone/microphone.
 - Place your video camera so the interviewer sees you at eye level.
 - Check your image to be sure your full face shows.



Correct head placement



Incorrect head placement

- Test your audio and adjust the placement of your phone or computer microphone to optimize your voice.
- Be aware of spotty internet connections.
- **Be prepared, and treat the video interview as you would an in-person interview.**

During the interview:

■ Use a video camera, if you have one, to provide a human connection.

- Look into the camera. It is natural to look at your own video/picture or at the speaker, but do your best to look right into the camera when you are speaking.
- Be mindful of the nonverbal cues of your body language.
- Mute audio when not speaking.

■ Be prepared for technical issues.

- Discuss at the start of the interview how you will reconnect if a connection is lost.
- Tell your interviewer if you don't see them on video or if you have trouble hearing them.

Relax—you've got this!

Resources

Here are some additional resources for using WebEx and Zoom.

Resource	Description
WebEx Help Center	This link provides access to popular articles, frequently asked questions, and a search function to find answers to your questions. You may change the language in the top-right menu.
How to Join a WebEx Meeting	This link provides instructions that explain how to join a meeting using a computer, mobile device, phone, or video system.
Troubleshooting Meetings	This link accesses the WebEx Help Center's troubleshooting ideas for joining or starting a meeting.
Zoom How-To Videos	This link accesses Zoom videos on topics, such as how to schedule and join a meeting; meeting controls; and sharing your screen.