

Zoom Interview Instructions

Identify a Quiet Location

- Identify a private, quiet, well-lit space where you can complete the interview by yourself, free of potential distractions, and where you can speak freely. Avoid open spaces so you have control over the background noise.
- Avoid having light sources directly behind you because they will cast a shadow on you. Instead, make sure a light source is in front of you so the interviewers can see you clearly.
- Consider the background you will use during your interview and try to keep it neat and free of distraction.

Set-Up/Technology Check

- Allow time before the interview starts to conduct a last-minute technology check.
- Double-check your microphone and camera to make sure they are working well.
- Position your camera at eye level so that you look directly at your interviewers.
- Shut down all programs on your device so that no alerts, notifications, or other electronic interruptions distract you.
- Make sure your device is fully charged. Have a charger with you and make sure you can plug into an outlet in case there is a problem with your battery.

Logging In/What to Expect

- Click on the interview link which can be found in your interview reminder email or on your Application Status page.
- Once logged in, check to see if your full name appears under your photo. If it doesn't, click on the three dots in the upper right corner of your photo to edit your name.
- Your interview day experience will start in a main room as we check you in.
- The host will invite all interviewees into their individual breakout rooms for the interview
 - Just click "Join Breakout Room" when the messages appear.
 - This will happen twice as you will be interviewed by two different sets of interviewers in two different breakout rooms.