

TIPS FOR A ZOOM CALL

FOR INTERVIEWERS AND INTERVIEWEES



You'll want to make sure your technology is set up for the Zoom Interview ahead of time, so we recommend checking that all systems are -go- the day before. Here are some steps to follow to make sure you are tech-ready for your interview!

To learn how to join a Zoom meeting, watch [this short video](#).

BEFORE YOU BEGIN:

- Download Zoom. We recommend downloading it on your laptop or desktop computer if possible. If you already have Zoom, make sure it's updated to the latest version. <https://zoom.us/>
- Test your camera, microphone, and speakers.
- Close all other applications and browser tabs.
- Make sure you have the meeting ID and the dial-in link. We recommend jotting the phone number down on a sheet of paper in case you get disconnected.
- Close all other applications (like your web browser and any chat apps) so that there are no disruptions!
- During the interview, make Zoom full screen and turn off other notifications.

INTERVIEW DAY TIPS:

(From a desktop or laptop computer)

- Check your email or calendar for the zoom link provided by Cook Silverman Search.
- Click on the Zoom meeting link provided & click 'Launch Zoom'
- Click on the green 'Enable Audio' button
- Check the bottom left corner of the Zoom screen to be sure there is not a red line through the mic or camera image, if there is just click on it to make the red line go away and enable your audio and video
- If you lose your connection to WiFi during the call, call the dial-in number provided in the email/calendar invite from Victoria Silverman or Chelsea Strandberg.

(From an iPad)

The mobile version of the app on iPad offers a simplified version of the online Zoom platform, and the main tabs include: Meet & Chat, Meetings, Contacts, and Settings. (The setup is slightly different due to limited space on the screen of a mobile device.)



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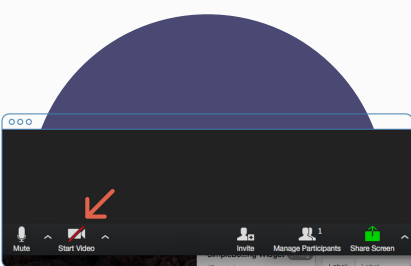
FOR INTERVIEWERS AND INTERVIEWEES (CONT.)

From an iPad - cont.

- Download zoom onto your mobile device
- Open the home screen
- "Meet & Chat" combines the desktop "Home" and "Chat" tabs.
- The main options are found at the top: New Meeting, Join, Schedule, and Share Screen.

Additional Suggestions and Recommendations:

- Lighting: Face the source of light—if you're backlit, we won't be able to see your face. Set your computer in front of a window if possible. Avoid overhead light.
- Background & Environment: Keep your background clean and simple if possible. Sit in a comfortable chair to avoid additional camera/laptop movements.
 - o Situate your laptop or computer at eye level and do not move it during the interview.
 - o Do not take a zoom interview using a cell phone. Use a laptop or iPad or desktop.
 - o Be sure you know where your computer's camera is and look into the camera.
- Distractions: Try to minimize background noise and distractions – turn off radio, TV and other devices. Mute your phone. If helpful, close windows and doors to the space you're in to avoid additional background noise.
- Connectivity: Make sure you have good connection. Turn off any programs you do not need to be open. Ask people who are sharing your internet network not to upload or download large files during your interview time as it may slow down the connection.
- Sound: Your audio will connect automatically but choose the best way for you to hear. Check your audio before beginning the video. Headphones, headset, or earbuds can be used.



ETIQUETTE:

If more than two people are on the call

- Mute your screen unless you are called on, or have something to say
- Raise your hand visibly so the person running the call can see you and then call on you
- If optimized, you can use the "chat" feature by clicking on the chat button at the bottom of the screen - it will open a side bar to the right of the screen and allow you to type messages to the entire group or just one person (note - do not type anything you wouldn't want the administrator to see - they will have a log of all comments!)
- Be thoughtful and considerate of others - do not hog the screen or speak up without being called upon.