ZOOM INTERVIEW GUIDE

Welcome to a quick rundown of doing zoom interviews! Here are a few things to be aware of when you are invited to a zoom interview with a prospective employer..

- Double check the time and zoom link.
  - Test if the link works and put a reminder on your calendar with the zoom link.
- Connectivity check
  - Make sure to have stable internet prior to your interview. Double check what the minimum requirements for zoom meetings.
- Dress to the culture of the organization.
  - You still need to "dress for the position you want" in a zoom interview. Research the organization and see what the culture of dress is.
- Curate the space behind you
  - Try not to have distractions in the background that take away from YOU
- Check in with family, pets, roommates
  - Create a plan and let them know you won't be available during your interview. Check in with your social support system and see how they can help you out!
- Headset (w/ microphone)
  - They may help amplify the sound during your interview, especially with prospective employers that have a softer tone of voice.
- Turn off all notifications, on computer and on your phone
  - You do not want to be distracted or cause a disruption during the interview and lose focus.
- Clean all the computer clutter, tabs and windows
  - Close whatever you can that may keep your computer from slowing down.
- Be mindful of filters!

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