

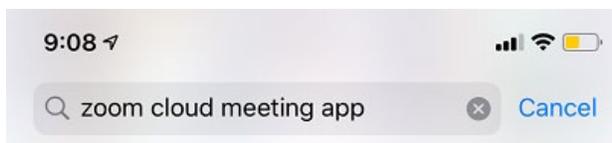
ZOOM FOR VIRTUAL INTERVIEWS: TIPS TO GET YOU STARTED

During the early part of this year, Zoom grew in popularity to become the most widely used platform for video conferencing. With people using it for education and meetings to webinars and social gatherings. It's also a safer and quicker alternative to meeting in-person, and it's no surprise it's become the most common tool for virtual job interviews. You can be miles away from your interviewer and still have the opportunity to meet face-to-face and display your confidence and personality. As part of our "how-to" series for virtual interviews, here's a guide on how to nail your Zoom interview.

GETTING STARTED ON ZOOM

Like with Teams, there are three ways to join a Zoom meeting:

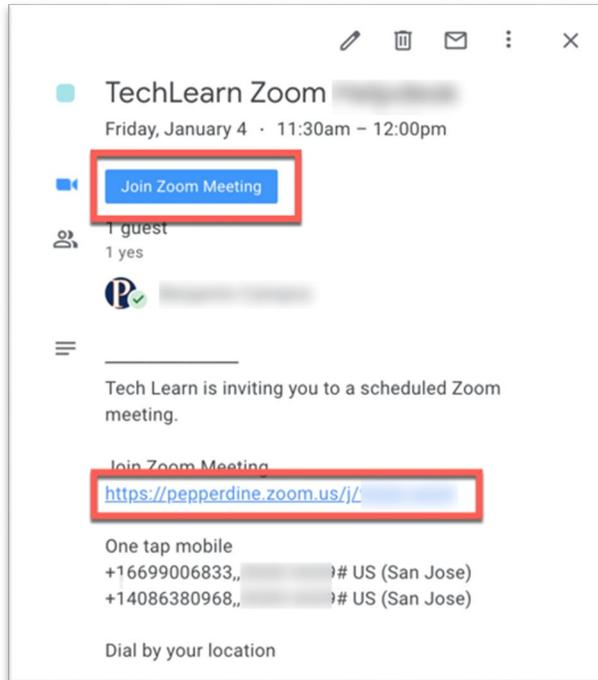
1. Download the app on your laptop. Click [HERE](#), then Click the "Download" option and install the app on to your laptop.



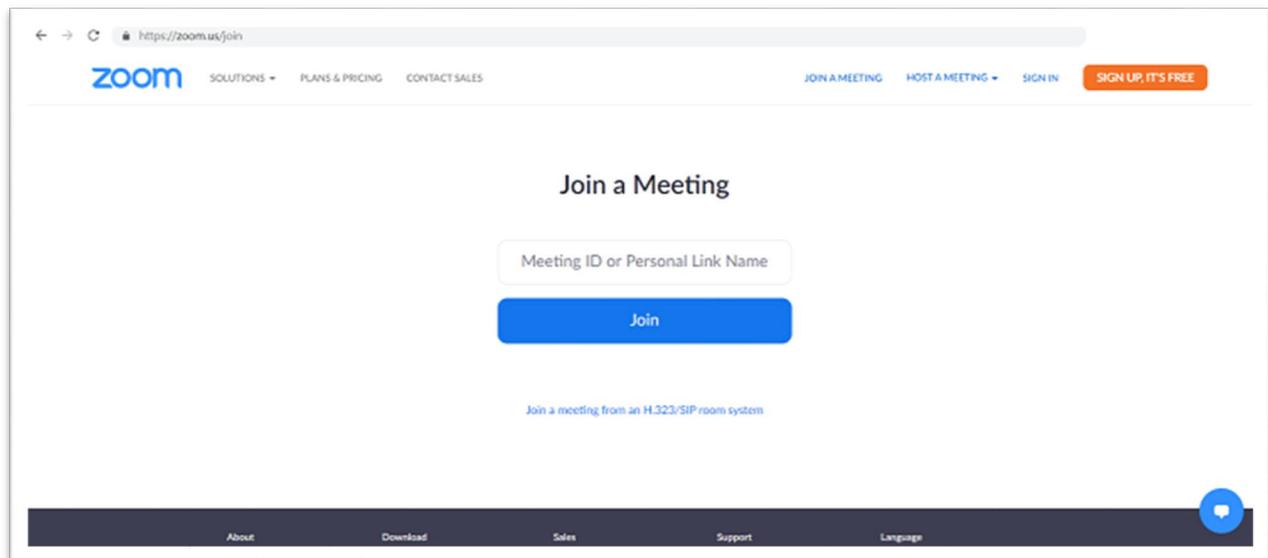
2. If using your smartphone, visit the [Apple app store](#) or [Google Play store](#). Search and download "Zoom Cloud Meetings." Once downloaded, get started by signing up or signing in via SSO, AppleID, Google, or Facebook.

3. You can also join the meeting with a web browser. While the browser version of Zoom gives you limited functionality, if you are simply planning to have a face-to-face conversation, this version is sufficient!

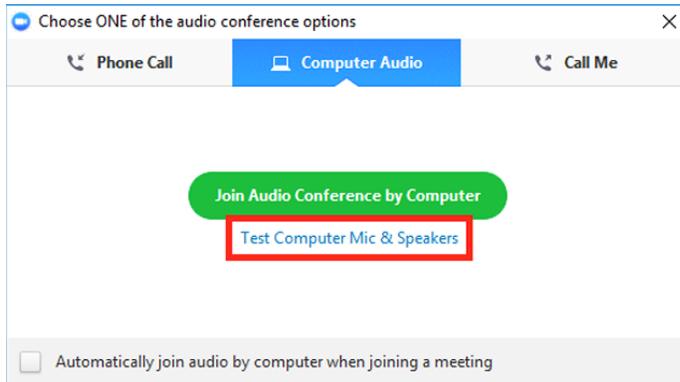
TIPS AND TRICKS FOR A STRESS-FREE ZOOM EXPERIENCE



1. **Join a meeting:** Your interviewer should have emailed or messaged you a Zoom invitation with a meeting ID and link to join. When you click the invite link, you will be redirected to Zoom and the meeting will begin.



Did Not Receive An Invite? Alternatively, you can visit <https://zoom.us/join> and input your Meeting ID to join the call.

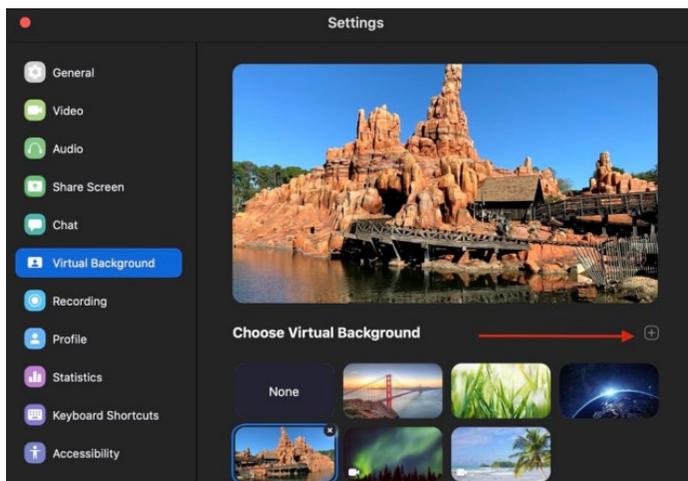


2. **Test your audio:** While waiting for the meeting to begin, you can test your audio by clicking the “Test Computer Audio” button. To test the volume during the meeting, press the arrow to the right of the microphone icon, and a couple options should pull up. Click on the “Test Speaker and Microphone” option and you’ll be given a few speaker tests.

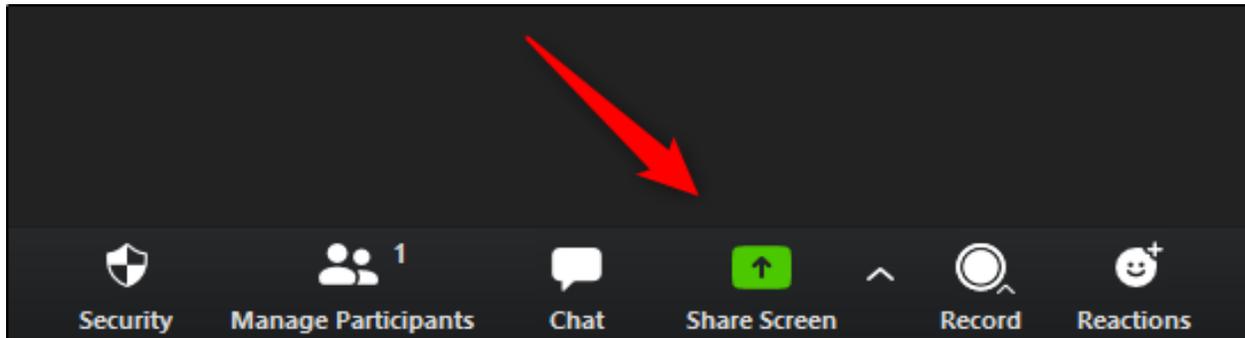


3. **Mute your microphone or disable your camera:** When taking a meeting on Zoom, you want to find a quiet spot with a simple background. However, if you do have unavoidable background noise, the “mute”

function is a good way to avoid interrupting your interviewee while they’re talking. The optional to disable your video is a good one when you’re having poor internet quality and need to reduce your bandwidth. To mute yourself or turn your camera off, click the microphone or video button, and a red slash will appear.



4. **Change your background:** Changing the background in your Zoom meeting can be an easy way to ensure a clean background for your interview and avoid having the interviewee see your living space. Click on the arrow to the right of the video icon, then click on the “Choose Virtual Background” option. Select the “I have a green screen” box, and either choose from one of the provided backgrounds, or choose one of your own images by selecting the box with the plus sign.



5. **Share your screen:** Screen sharing allows you to show your presentation, resume, or whatever information you have on your laptop screen to the participant(s) in the Zoom meeting. Click on the green “Share Screen” icon during the meeting, and select the tab that you want shared before clicking “Share.” This will allow all attendees to see what you’re presenting on your screen. You’ll also be able to view the participants of the call in a smaller screen next to your presentation.
6. **Troubleshoot if you’re having connection issues:** Should you face any issues with the Zoom platform, make sure your WiFi connection is still intact. Reboot the device if the performance continues to lag. Also, close any other programs that might interfere with the Zoom meeting, such as apps using your camera or microphone. Confirm the video and audio settings by clicking on the arrow to the right of both icons, and see if there are any options that need to be checked on unchecked. You can always use a different device if your initial choice isn’t working properly.

Like any other interview, prepare your main talking points ahead of time and try to think through the possible questions you might be asked. This will help you better articulate your answers and display your confidence. Most importantly, don’t be camera shy! No one likes a boring Zoom meeting – SkillsRI will work with you along the way to ensure you’re fully prepared to showcase your skills, experience and personality despite being behind a screen.