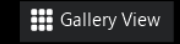

Zoom Interview Tips for a Candidate

Interviewing for a position virtually is very different from having everyone in the same conference room. We want the experience to be as smooth as possible for both you and the search committee. As you prepare to interview with the University, here are some tips to consider when you are invited to interview via Zoom.

1. Make sure to test your connection, camera, and volumes prior to the interviews. You may have different technology choices for your interview, and a desktop or laptop computer will function better than a phone.
2. Consider your appearance and make sure you look as professional as you would for an in-person interview.
3. Think about your background and what may be behind you, visible to the camera. This includes making sure you are not backlit by a window or have poor lighting, making it hard for others to see you. Choose a location that is quiet and free from distraction so you can devote your full attention to the interview.
4. There may be background noise where you are located. It may be good to notify your home “coworkers” that you will be conducting interviews and make sure they do not walk behind you during that time. If someone or something does interrupt the interview, just apologize to the committee, and continue with your response.
5. Remember, you are always on camera whether you are speaking or not. In gallery mode, you are visible to all committee members for the entire interview. To set up your Zoom view to gallery mode, click the  icon in the top righthand corner during your Zoom meeting. You will then see the entire search committee.
6. Be sure to make eye contact with the committee members, as you would if you were in person. Also, make sure to use good posture, and smile and nod often to show you are fully engaged with the interview.
7. Know who to reach out to if there are technical difficulties or other unforeseen circumstances. Also, be sure the committee also has your contact information for anything that happens on their end.