

Candidate Guide

Technical Virtual Interviews with Google Drawings



We'll be using Google Drawings for some of the design questions during your virtual interview. Please use the guide below to help you get familiar with Google Drawings and reach out to your recruiter if you have any additional questions. We understand this may be new for you, and want to provide as much support as we can. Thank you for your understanding and flexibility.



Google Drawings is a free, web-based diagramming software developed by Google. It allows users to collaborate and work together in real time to create flowcharts, organizational charts, website wireframes, mind maps, concept maps, and other types of diagrams.

Equipment you will need for your virtual interview

- Laptop or computer. Hangouts supports most current operating systems; read about [system requirements](#)
(We don't recommend you use Google Drawings on your phone; it's easiest to navigate with a mouse or trackpad, on the large screen of a laptop or computer)
- Headset with a microphone (you'll need this to be hands-free)
- Web cam
- Mouse (not required, but highly recommended)
- Your smartphone nearby (for backup if there are issues with Hangouts audio)
- Access to Google Drawings (please click on the Google doc link from your confirmation email for the technical interview time slot)

Accessibility

If you have questions about using assistive technology in virtual interviews, check out [this Help Center article](#) on Accessibility in Google Docs, and ask your Recruiting Coordinator to put you in touch with a candidate accommodations team member if you need any additional support. We're here to help!

Using Google Drawings during your interview

- Don't worry about having the correct shape to represent your design. Focus on answering the question.
- When describing your design to the interviewer, click or select a group of objects so that they know what you are describing.
- If you prefer to use pen and paper, let your interviewer know at the beginning of the session. We recommend practicing using pen and paper with your video set-up to ensure the other person can clearly see what you want to communicate.
- **Opening the Google Drawings Page:** Once you open the Shared Doc link from your confirmation email:
 - Navigate to the top left menu bar, click Insert → Drawing → New
 - Share your screen by clicking the "Present Now" button on the lower right hand corner, choose the "A Window" option and share the appropriate window with the interviewer



Getting familiar with Google Drawings

If you haven't used Google Drawings before, we highly encourage you check out this [tutorial video](#) to get familiar with some of the basic functions **before your interview** and review these tips:

Opening a canvas

- In your browser, go to docs.google.com
- If not already, sign in with your Google account
- Create a blank document, or open an existing one
- Press Insert > Drawing > New

Adding a shape

- In the top left, click the Shape menu option
- Click on the shape you want to add

Formatting a shape

To start, on the canvas, click the shape, line, arrow, or text box that you want to change

- **Move a shape:** Drag it on the canvas
- **Resize a shape:** Drag the blue boxes at the corners; hold shift when dragging to maintain aspect ratio (i.e., to draw a perfect circle or square)
- **Rotate a line:** Drag the blue dots at the corners. You can also use this to rotate lines
- **Rotate a shape:** Drag the blue dot that's outside of the shape. Hold Shift to rotate 15° at a time

- **Change fill color, line color, line thickness, or border/line style:** Use the buttons above the canvas
- **Put text inside a shape:** Double-click an enclosed shape and start typing. Text cannot be added to arrows. If text is needed, add a text box and align it with an arrow.

Adjusting canvas size

- Click on the bottom right corner (you may need to zoom out to see this)
- Drag the corner to the needed size

Working with arrows / lines

- Arrows are helpful to connect shapes and to show the flow of information
- In the top left, click Insert > Lines for the list of options
- Select a Line Object you've drawn to modify its look and head(s)

For more information on using Google Drawings, visit our [support site](#).

Additional Resources

Tutorial Videos

[Using Google Drawings for Virtual Technical Interviews](#)

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