Candidate Guide: Virtual Interviews at Google

Getting the most out of your interview experience.

Once your virtual interviews have been scheduled, you'll receive a calendar invite and confirmation email from your Google Recruiting Coordinator. The confirmation email contains important information on your upcoming interviews, including date, time, and **video call link to your Google Meet session**.

Equipment you will need for your virtual interview

- **Laptop or computer** (recommended for Tech Interviews) ([Google Meet](#) supports most current operating systems)
- **Noise-cancelling headphones** with microphone (or speaker and microphone)
- Web cam (If your laptop doesn't have one)
- **Your phone** (in case you need to contact the Recruiter or Recruiting Coordinator, or have issues with audio)

We recommend that you **test your equipment before your interview**. If you'd like to test your Google Meet connection before your interview, reach out to your Recruiting Coordinator to set one up.

Accessibility

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!

Best practices for your virtual interview

General recommendations
- Find a quiet space with a neutral, non-distracting background (limited photos, posters, etc.) that is free from other distractions (outside noise, pets, etc.)
- To maintain privacy please keep all interview questions and/or materials confidential.

Getting familiar with Virtual Interviewing tools
(Please note that not all interviews require the tools below. If unsure, please check your interview confirmation email or discuss with your Recruiter)

- **Presenting in Google Meet:** Present one window, rather than your entire screen. Close all unnecessary tabs/windows before you log in. Check out our Google Meet help page [here](#), for more information.
- **Google Drawings:** If your interview requires diagramming or drawing (such as a Systems Design or UX interview), get familiar with Google Drawings by reviewing our [Candidate guide on Google Drawings](#), or watch a [short Google Drawings tutorial video](#) to learn some basic functions.
- **Marker and paper:** As a back-up, have paper and pen handy for note taking and a thick, dark colored marker for sharing coding and design work over video.

Google

Logging into Google Meet

We recommend that you log into Google Meet 5 minutes before your first scheduled interview and log out of all other accounts to prevent technical difficulties. If you run into any technical difficulties, contact your Recruiting Coordinator or Recruiter or email candidateinterviewsupport@google.com.

To log into your Google Meet:
1. Open your calendar invite.
2. Click on the "Join Google Meet" link in the invite.
3. Click Join Meeting.

Troubleshooting

If you experience poor internet connection during your interview, **try turning off your camera to increase bandwidth** or switch your interview to a **phone call** as a last resort.

If the interviewer cannot see or hear you, check your system.
1. Make sure your microphone, camera, and speakers are plugged in to your computer and turned on (microphone isn't muted).
2. Make sure other programs on your computer aren't using your microphone, camera, or speakers.
3. At the bottom of the video call window, make sure you've turned on the microphone or camera.

If the problem persists, check your Google Meet settings (click the 'Settings' icon at the top of your video window).
1. Make sure the correct device is selected for each setting.
2. Speakers : To test your speakers, click Test.

If you're still having trouble:
1. Checkout our webpage on troubleshooting Google Meet.
2. **Exit** the call, **restart** your computer and **rejoin** your call; after a few minutes, if you are unable to connect, contact your Recruiting Coordinator.

Connecting with your interviewer

- **Turn on captions**
  You can make it easier to follow what's being said in meetings by turning on captions, which show text of the conversation (just like closed captions on TV). Start here.

- **Limit muting your microphone when possible** to avoid situations where you begin talking and then have to restate your thoughts because the interviewer couldn't hear you. Use your best judgment.