

# VIRTUAL INTERVIEW

Virtual interviews allow our interviewers to get to know you using video and web- conferencing services, without having to be physically in the same room as you. Our virtual interviewing system, Zoom, offers various functions that help support our interviews including:

- **Whiteboard:** Draw and type freely to show work when problem solving with your interviewer
- **Screenshare:** Allows users to share applications from their desktop or website (i.e. product design, spreadsheet, chart, etc.)
- **Chat:** Ability to communicate real-time with your interviewer on your desktop

Whether you're participating in an in-person or virtual interview our goal is the same — to get to know you better. Prepare for your interviews as you would for an in-person and make sure you arrive early to your virtual “room.” Your interviewer will guide you through the process like any other interview.

## FOR BEST RESULTS

- Zoom supports all major browsers
- It is recommended to turn device on at least 1 hour prior to interview
- You will need a webcam and a reliable internet connection. Ensure your computer is fully charged or you have a charger plugged in prior to the Live Video Interview.
- Take time to read through this document and the email provided to you by your recruiter
- Have a pen, paper, & a calculator (as needed) ready
- If you experience issues with the audio, dial in from a cell phone or landline
- Please note: Zoom does not have annotation capabilities on the web connection. We recommend downloading the free Zoom client from <https://zoom.us>. Please use the PC/Mac/Mobile clients

## VIRTUAL INTERVIEW OVERVIEW

1. Launch Zoom
2. We recommend you test your microphone & audio using a [“test” meeting invite](#)
  - a. Follow prompts to test speakers (you will hear a ringtone)
  - b. Follow prompts to test your microphone (speak, pause, & hear your replay)
3. Once you’ve tested your audio, select “Join Meeting” in the Zoom application
4. Enter the Meeting ID, which can be found in your email invitation
5. You will be prompted to choose your interview's video and audio selections
6. Once you make your selections, you will be connected with your interviewer

Don't forget that you will be on camera and that this will be a two-way conversation between you and your interviewer. Some additional tips and tricks to make sure you make a good impression include:

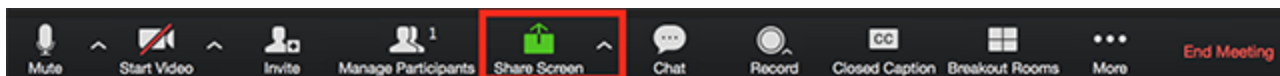
- ✓ **Dress to Impress:** Wear the same attire you would for an in-person interview.
- ✓ **Minimize Distractions:** Be sure you are in a location with minimal background noise and set your phone on silent.
- ✓ **Do Not Disturb:** Close all other computer programs that may cause disruption.
- ✓ **Ready for your Close-up:** Be aware of your surroundings and lighting. Sit in front of a neutral background that avoids potential distraction.

# HOW TO USE THE WHITEBOARD FEATURE

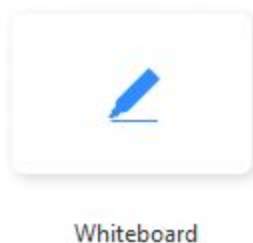
The interactive whiteboard allows candidates and interviewers to actively engage and receive instant feedback. With different annotation features, you will be able to draw, write text, and share screens.

## STEPS TO LEVERAGE THE WHITEBOARD FEATURE

1. Click the Share Screen button located in your meeting tool-bar



2. Click “Whiteboard



3. Click “Share”
4. The annotation tools will appear automatically, but you can press the Whiteboard option in the meeting controls to show and hide them.

### Annotation tools:

- **Mouse:** Deactivate annotation control and switch back to your mouse pointer.
- **Select:** Select, move, or resize your annotations.
- **Text:** Insert text.
- **Draw:** Insert lines, arrows, and shapes.
- **Stamp:** Insert predefined icons like a check mark or star.
- **Spotlight/Arrow:** Turn your cursor into a spotlight or arrow.
- **Eraser:** Click and drag to erase parts of your annotation.
- **Format:** Change the formatting options of the annotation tools.
- **Undo:** Undo your latest annotation.
- **Redo:** Redo your latest annotation that you undid.
- **Clear:** Delete all annotations.



5. Tips & Tricks when using the Whiteboard feature:

- Typically, your interviewer will initiate all Whiteboard sessions.
- Once the interviewer grants you access, you will both be able to simultaneously annotate
- When selecting the “Text” annotation, your text will not appear on the other participant’s screen unless you hit “Enter” using your keyboard

6. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages. Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.



7. Click More in the meeting controls for these annotation options:

- Allow/Disable participants annotation: Allow or prevent the participants from annotating on your shared screen.
- Show/Hide Names of Annotators: Show or hide the participants' name when they are annotating. If set to show, the participant's name will briefly display beside their annotation.

8. When you are done, click “Stop Share”

