



ZOOM ETIQUETTE

For the Candidate

What to Expect:

1. **WHO:** You can expect two (2) interviewers to be on this call, both with webcam and mics. During the interview while you are talking or an interviewer is talking, you may notice the other interviewer will turn off their microphone. They will do that to help reduce the feedback and reverb.
2. **HOW LONG:** You should expect the interview to be completed within 30 to 40 minutes.
3. **WHEN:** Your recruiter will confirm with you via email a date and time, please be punctual.
4. **WHAT:** You are encouraged to ask questions about the position and our company, this interview goes both ways and we want to ensure that you learn as much as possible in this time-frame.
5. **WHERE:** Zoom is an online video conference call platform that we use to conduct our virtual panel interviews. Since we are located throughout the state, zoom allows us to connect our employees remotely. You can login from your phone, laptop, PC or tablet, as long as you have a camera on your device.
6. **WHY:** We do panel interviews to remove bias and to allow you to meet multiple people within our organization. That gives you a better idea of our company and our culture. We are all team players and invest our time to identify top talent in our field.

How to Prepare:

1. Login to check your technology. Make sure you have a working camera/microphone on laptop, PC, tablet, or cell phone. Test all equipment before the interview to ensure starting on time.
2. Dress to impress! This is an interview, although it is virtual, it is still important to dress professionally.
3. Prepare your environment. Make sure to pick a well-lighted area for your interview. Choose a location with a simple background in a clean area or wall with minimal distractions. Also, try to choose a quiet location with minimal interferences.
4. Be yourself. At the end of the day, this is just like any other interview. Be prepared to share your experiences, ask questions and let your true self shine.