**Name: Kayla Lewis**

**Interview Date**: Monday, August 14th and Wednesday, August 16th

**Position**: 2023-53189, Decision Scientist

**Recruiter**: Josh Mathis **Phone number:** 240-592-1321

**Email:** josh.mathis@jhuapl.edu

**Recruiting Coordinator**: Charlene Guess **Phone number:** 240-592-2299

**Email:** charlene.guess@jhuapl.edu

**Hiring Team Contact:** Tina Treuth **Phone Number:** 240-228-2891

**Interview Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Time | Interviewer | Zoom information | Sector/Dept | Group |
| 8/14/23 | **2:00 – 2:45pm** | Josh Mathis | **Join the Zoom meeting from here:**  <https://jhuapl.zoomgov.com/j/1607062366?pwd=dXc1S0hYTU9rZVZUblU1OWg2OFlPdz09>  **Audio Connection**  (833) 568-8864 (Toll-free)  **Access Information**  Meeting ID: 160 706 2366  Passcode: 912830 | TSX – Talent Services Department | TAS |
|  |  |  |  |  |  |
| 8/16/23 | **1:00 – 2:00pm ET** | Angela Gilmour  Angelica Lilly  Andrew Ridenour | **Join the Zoom meeting from here:**  <https://jhuapl.zoomgov.com/j/1617061874?pwd=TUR0eGJzVWx6WjNvZjNqV1Z5a0V6UT09>  **Audio Connection**  (833) 568-8864 (Toll-free)  **Access Information**  Meeting ID: 161 706 1874  Passcode: 222694 | FPS – Force Projection Sector | KAC |
| **2:00 – 3:00pm ET** | Justin Shoger  Matt Tilman  Dan Freeman  Shane Walston |
| **3:00 – 3:30pm ET** | Presentation |

Please see the next page for more information about interviewing via Zoom.

**Zoom Interview Process**

1. You may have also received a calendar invitation to interview from APL which will include a link to join a Zoom meeting at the agreed upon time. You can join the meeting using any device that has a webcam. You do not need to have a Zoom account to join.
2. If you will be using a computer, watch this video on [how to join a Zoom meeting](https://youtu.be/hIkCmbvAHQQ) prior to your interview.
3. If using a mobile device, [download the app](https://zoom.us/support/download) prior to joining the interview.
4. At least five minutes prior to your scheduled interview time, join the meeting by clicking on the link in the email.
   1. If you have not used Zoom on your device, you may be prompted to install the Zoom Cloud Meeting app or web add-on before you can proceed.
   2. If you are having trouble connecting with video, join the teleconference via phone.

**Tips for having a great video interview**

* Run a [test meeting](http://zoom.us/test) prior to joining.
* Sit in a quiet, private, well-lit place, free from interruption.
* Ensure that your internet connection is stable.
* Check that your computer’s audio and webcam are working.
* Make sure your device is fully charged.
* Close any unnecessary web browser tabs and applications.
* Place your phone in silent mode.
* Dress as you would for an in-person interview.
* Have a copy of your resume on hand, as well as way of taking notes.

**Giving a presentation?** Here are some helpful tips…

* Watch this video on [sharing your screen during a Zoom meeting](https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen) prior to your interview.
* Open up your PowerPoint before joining the meeting so it is easily accessible.
* When sharing your screen, make sure you have the presentation in Slide Show mode.
* Stop sharing your screen when finished.