



Candidate Guide:

VIRTUAL INTERVIEWS AT WING

Getting the most out of your interview experience.

Once your interviews have been scheduled, you'll receive a confirmation email from your Wing Talent Coordinator. The confirmation email contains important information on your upcoming interview, including date and time of your interview and **the link to your [Google Meet](#) session**.



Equipment you will need for your virtual interview

Laptop or computer (recommended for Tech Interviews) or phone. (Google Meet supports most current operating systems; read about [system requirements](#) to make sure yours is covered)

Speaker and microphone (or Headphones with a microphone)

Web cam (If your laptop doesn't have one)

Your phone (in case you need to contact the Talent Partner (Recruiter) or Talent 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 with Wing before your interview, reach out to your Talent Coordinator to set one up.



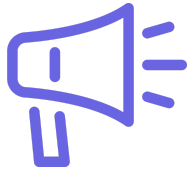
Accessibility

If you have a need that requires accommodation during the interview process due to a disability or special need, please let us know by completing our [Candidate Accommodations Request Form](#).

Have questions about using assistive technology in virtual interviews? Check out [this Help Center article](#) on Accessibility in Google Docs, and ask your Talent Coordinator to put you in touch with a candidate accommodations team member if you need any additional support.

Best practices for your virtual interview

- Make sure you know how to log into Google Meet, and practice sharing your screen beforehand if your interview requires it.
- Find a quiet space with a good, reliable internet connection that is free from distractions (outside noise, pets, etc.) so that your interviewer is able to hear you.
- Find a space with a neutral, non-distracting background (limited photos, posters, etc.).
- Prepare for an at-home interview as you would for any other kind of interview. Don't read from prepared notes; your interviewer will be able to tell even if your notes aren't visible to them.



Logging into Google Meet

We recommend that you log into Google Meet 5 minutes before your first scheduled interview and logout of all other accounts to prevent technical difficulties. If you run into any technical issues, contact your Talent Coordinator or Talent Partner (Recruiter) as soon as possible.

1. Open your calendar invite.
2. Click on the “Join Google Meet” link in the invite.
3. Click Join Meeting

Troubleshooting

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. If your camera is working, you'll see your video on the top right.
3. To test your microphone, speak out loud and ask if the other person can hear you.
4. Speakers: To test your speakers, click Test.

If you're still having trouble:

1. Exit the call.
2. Restart your computer.
3. Rejoin your call.

After a few minutes, if you are unable to connect to your Google Meet session, contact your Talent Coordinator.

Connecting with your interviewer



Make sure the interviewer can hear you

When you first connect with your interviewer, confirm that they can hear you. If you notice the sound cutting in and out throughout the interview, reconfirm that the interviewer got everything they needed from your answer, and ask them to repeat their questions if needed.

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](#).

Presenting? Only share what you mean to share

Present one window, rather than your entire screen. Close all unnecessary tabs/windows before you log in. [Check it out](#).

Be yourself!

Whether this is your first time interviewing over video conference or if you are a pro, it can still sometimes feel unnatural to talk to a screen. Remember, you were invited to the interview for a reason and we want to get to know you better and allow you to showcase your expertise. Take deep breaths before and during your interview to calm any nerves you might have.