



A Candidate's Guide to Prepare for a Zoom Interview

PREPARING FOR YOUR INTERVIEW

- Choose a quiet space with a neutral background
- So you can be seen, try to have the light in front of you
- Familiarize yourself with Zoom beforehand, feel free to ask your Recruiter to test your audio and video with you, ahead of the interview
- Make sure to choose the correct audio and video sources
- Keep your camera turned on
- Adjust your camera so that it is at eye level or higher--experiment for best angles
- Make eye contact--try to look at your webcam versus the screen
- Silence your phone
- Close any tabs that might make noises & turn off your push notifications
- Close applications that have pop-ups
- We recommend downloading the zoom app to your smartphone in case you need to use it

TECHNICAL INTERVIEW TIPS

- If your interview will require coding, practice online Coding Problems and brush up on Data structure and Algorithms. You can prepare and practice on sites like:
 - [HackerRank Interview Prep](#) & [How to ace a coderpad interview](#)
- PRACTICE PRACTICE PRACTICE! :)

TOOLS FOR INTERVIEWS THAT MIGHT USUALLY REQUIRE A WHITEBOARD

- Have a pen and paper nearby to illustrate any ideas you'd normally put on a whiteboard at an in-person interview.
- Zoom has a whiteboard feature: if that is your preference, just let the interviewer know! To enable the whiteboard feature, hover over the bottom of your screen until a toolbar appears, and choose "whiteboard."

PRESENTATION TIPS

- Familiarize yourself with sharing your presentation. To do this, you can hover over the bottom of your zoom screen until a toolbar appears, click "share," and choose the desktop view you would like.

NAVIGATING TECHNICAL DIFFICULTIES

- If you are experiencing a poor zoom connection, try the following to troubleshoot:

- Email or call your Recruiter and/or Recruiting Coordinator to help resolve your issue
 - Connect on your smartphone: the Zoom app can be downloaded on your phone and you can enter the meeting using your same ID!
- For zoom technical assistance, please call 888-799-9666 (option 2)
- If your technical issues are ultimately too disruptive to continue your interviews, please allow yourself to opt for a reschedule, and connect with your Recruiter and/or Recruiting Coordinator around moving your interviews to your next soonest convenience.

WE WANT TO ACCOMMODATE YOU!

- We understand that the circumstances of these interviews are unique, so if you should need any accommodations during the scheduling process, please do let your Recruiter know. We are happy to be flexible for all situations, including, but not limited to:
 - Scheduling interviews across a few days instead of consecutively
 - Scheduling interviews over the telephone instead of via ZOOM conferencing
 - Scheduling longer breaks between your interviews
- Have children or pets that make an appearance or need tending to during your interviews? We have you covered! Feel free to excuse yourself if needed, and take a minute to get readjusted to resume your interviews. If you need more time, and can no longer continue your interviews, we understand. Please allow yourself to opt for a reschedule, and connect with your Recruiter and/or Recruiting Coordinator around moving your interviews to your next soonest convenience.

We want to help each person bring the best version of themselves to the interview table, so let us know what we can do to help you shine!