A Candidate's Guide to Prepare for a Zoom Interview

PREPARING FOR YOUR INTERVIEW
- Choose a quiet space with a neutral background, and try to have the light in front of you
- Familiarize yourself with Zoom beforehand. Take a look **here** for a few quick videos on guidance for accessing your meeting and to learn how to maximize Zoom's helpful features. Feel free to try testing your audio and video ahead of the interview at **zoom.us/test**
- Make sure your computer/laptop has full power and/or is plugged in
- Make sure to choose the correct audio and video sources, and keep your camera turned on
- Adjust your camera so that it is at eye level or higher-- experiment for best angles
- Close any tabs that might make noises, turn off your push notifications, and close applications that have pop-ups
- If opting to use a Zoom application installed onto your computer, please be sure to check if any **software updates** are required prior to your interview (*We have encountered updates that can take anywhere from 10-mins to 20-mins)*. Ensuring you have the latest software update will prevent any delays or complications with your interview.
- We also recommend downloading the zoom app to your smartphone as a backup plan

TREAT YOUR INTERVIEW AS AN ONSITE
- Arrive early, just as you would for an on-site interview
- Try to make eye contact-- by looking at your webcam versus the screen
- Silence your phone to improve focus and reduce distractions
- As we do provide breaks in between interviews, feel free to use that time to grab a bite or stretch and reset!

TECHNICAL INTERVIEW TIPS

- If your interview will require coding, practice online Coding Problems and brush up on Data structure and Algorithms. Feel free to familiarize yourself with the HackerRank **development environment** and review the **interview preparation checklist**.

TOOLS FOR INTERVIEWS THAT 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. You can find a video explaining how to do this **here** and then scrolling down to "Sharing Your Screen."

NAVIGATING TECHNICAL DIFFICULTIES

- If you are experiencing a poor zoom connection, try the following to troubleshoot:
  - First, email/call your Hiring Experience Associate and/or Recruiter so that they can try 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!
  - Try resetting your wifi or connecting via ethernet cable
- 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 Hiring Experience Associate around moving your interviews to your next soonest convenience.
- **Zoom Tip** - **Have a noisy environment?** The Zoom Desktop app has options to turn on noise suppression, which can help minimize or remove distracting noises that can be picked up by your microphone such as: *paper crunching, typing, fan noise or dog barking.* By default Zoom automatically does background noise reduction, however the option can be changed to be more or less aggressive based on your environment. Find out how to enable it **here**.

WE WANT TO ACCOMMODATE YOU!

- CZI provides reasonable accommodations for persons with disabilities, both in the interview process and for our employees. We also understand that the circumstances of these interviews are unique, so if you should need any accommodations during the hiring process, please do let your Recruiter or Hiring Experience Associate know. We are happy to be flexible for 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
  - Providing written materials in certain accessible formats (e.g. Closed Captioning for interviews via Zoom)
  - Reading written content or instructions

THINGS HAPPEN...BUT WE HAVE YOU COVERED

- Have children or pets that make an appearance or need tending to during your interviews? 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 Hiring Experience Associate around moving your interviews to your next soonest convenience.

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