

Virtual interviews

As an alternative to an in-person interview, you may be invited to participate in an interview using WebEx, our video conference platform. WebEx is available via your desktop, or you can download an app for smartphones and tablets.

Your Talent Advisor will send you a WebEx invitation with instructions on how to join the virtual meeting.

The WebEx user interface is easy to navigate; simply follow the system prompts or the following steps.

Be sure to allow a little extra time before your scheduled interview to allow for troubleshooting or any issues.

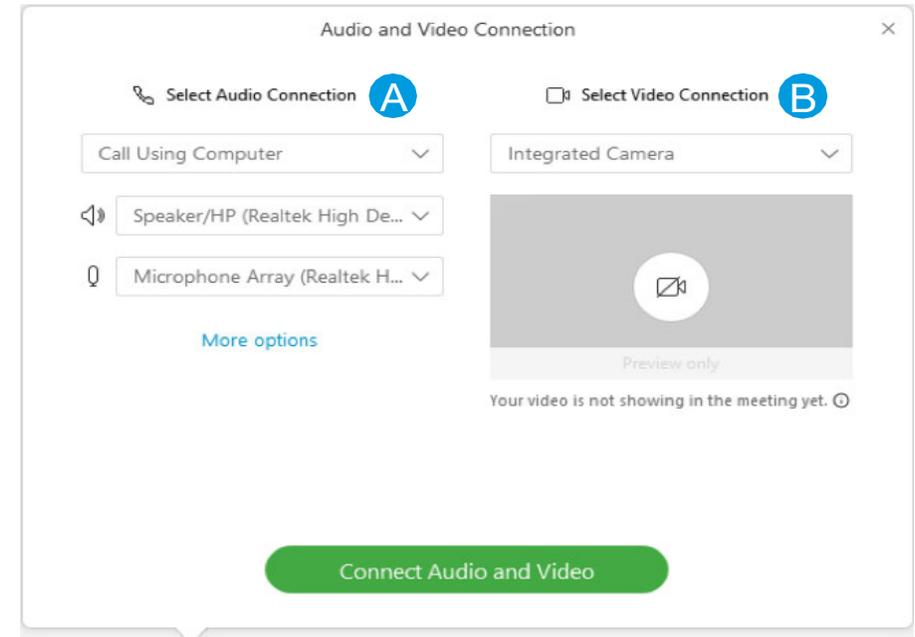
The image shows a screenshot of the Cisco WebEx interface. A large video window displays a woman's face. Below it is a toolbar with icons for mute, video, chat, and other functions. At the bottom, there is a gallery of smaller video thumbnails for other participants. A callout box in the top right corner points to a 'Change your Video Layout' icon, with text: 'Change your Video Layout to control where you view video participants and panels on your screen.' Another callout box in the middle right points to a 'Choose Floating Panel View' icon, with text: 'Choose Floating Panel View to position any panel where you want it - even on a second monitor.' A third callout box in the bottom right points to a 'Meeting Info' icon, with text: 'Meeting controls hide when you're not using them and then re-appear when you move your cursor.' A fourth callout box in the bottom left points to a 'Meeting Info' panel, with text: 'Access the Meeting Info to get details about the meeting.' The 'Meeting Info' panel shows details for a 'Web Zero Exit Off Meeting' including a meeting ID and other technical information.

Using the WebEx platform via desktop

1. Select “Join Meeting” and enter the password in your meeting invitation, if prompted.
2. Select “Connect your Audio and Video Connection.”

Once you select “**Join the Meeting**,” you’ll get a pop-up dialogue box for “**Audio and Video Connection**.”

- To connect audio, select your preference from the drop-down menu under “**Select Audio Connection.**” **A**
- To connect video, select your preference from the drop-down menu under “**Select Video Connection.**” **B**
 - If you do not select video at the start of the meeting, you can begin sharing video at any time by selecting the  icon from the bottom of the screen.



During a meeting, you can select  Mute and Unmute  to turn your audio on or off.

If you close the “Audio and Video Connection” dialog box before choosing your connections, you can reopen it by selecting the  icon on the bottom of the screen.

In general, you should prepare for a virtual interview the same way you would for an in-person interview. However, there are a few **virtual do's and don'ts** you should also consider.

Before and during your virtual interview:

- Conduct a test run with your computer or phone (if participating with audio only) to ensure the technology works as expected.
- Pick the perfect spot—aim for a space with no clutter and with the light source facing you.
- Make sure your location has a good Internet connection.
- Remove distractions such as pets or visitors, put your phone on silent, and close the window if it's noisy outside.
- Dress and behave as you would for an in-person interview. Don't multitask. Close your chat programs and put away your phone.
- Don't talk too loudly or too softly into the microphone. You should ask the interviewers if they can hear you well or if you need to raise or lower your voice.
- Don't position yourself too far or too close to the camera. Use the preview box on WebEx to see how the interviewers can see you.