VIRTUAL INTERVIEW TIPSHEET

Welcome
Instead of a face-to-face interview, you may be invited to a virtual interview. Before you start the interview, ensure you know the basics - things you can do to make your interview inviting.

Using WebEx
You can either be online or offline on your computer or download an app for smartphones and tablets. You should receive a virtual invitation from your Talent Acquisition contact. In the event that you're in WebEx, follow the system prompts – the interface is easy to navigate.

The WebEx Interface:
- **VIDEO LAYOUT** Changes where you view video participants on your screen.
- **FLOATING PANEL VIEW** Lets you position any panel where you need it—on or off a screen.
- **MEETING INFO** Shares details about the meeting.
- **MEETING CONTROLS** These help when you’re not using them or appear when you move your pointer.

Start the Interview:
1. Start by clicking “Join Meeting”. If you’re invited, you’ll see a password. Join it.
2. Click “Connect your Audio and Video Connection” and join the meeting.

How to Prepare
For general, you should prepare for a virtual interview the same way you would for an in-person interview. However, there are some virtual do’s and don’ts you should also consider.

Pre-interview checklist:
- Dress as you would for an in-person interview.
- Conduct a test run with your computer or smartphone beforehand to ensure everything works as expected.
- During the interview, avoid using your computer monitor split and/or a separate audio or visual, as this will appear behind you and may detract from the focus of the screen and your attention.
- Make sure you have a clear Internet connection.
- Try to minimize noise and distractions such as pets or music.
- Put your phone away.
- Close employees if it’s necessary.

During the Interview:
- Click “Handset” and close your desk phones and pause your phone call.
- Click “Talk to the phone” if you have a phone line connected to the microphone. Feel free to ask the interviewer if you need to take notes or keep your video on.
- If you use a laptop or desktop computer as your camera, be sure it’s big enough to view both your face and the interviewee.
- Use the controls or options available in your interview software to change your settings.

Good luck!
We hope you do great in your interview. If you have additional questions or need help with your interview, contact your Talent Acquisition representative.