BOEING

VIRTUAL INTERVIEW TIP SHEET

Welcome

Instead of an in-person interview, you may be invited to a WebEx interview. Before you start the interview, here are a few things you can do to make it run smoothly.

Using WebEx

You can run WebEx in a browser on your computer or download an app for smartphones and tablets. You should receive a WebEx invitation from your Talent Advisor that contains instructions. When 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 want it – even on a second monitor.

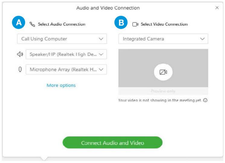
- **MEETING INFO**
  Shows details about the meeting.
- **MEETING CONTROLS**
  These hide when you're not using them and re-appear when you move your cursor.

Start the Interview:

1. Start by clicking "Join Meeting". If you're asked for a password, it's in your invitation.

2. Click "Connect your Audio and Video Connection."

3. Click "Join the Meeting".



4. In the pop-up box for "Audio and Video Connection" you'll have these options:

A. "Select Audio Connection" - choose phone, computer or other audio option.

B. "Select Video Connection" - select your camera (if using a webcam).

- icon connects video if you do not select a video connection at the start of the meeting.
- Mute and Unmute turns your audio off and on.
- To reopen the "Audio and Video Connection" dialog box, select the icon on the bottom of the screen.

How to Prepare

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.

Pre-interview checklist:

- Dress as you would for an in-person interview.
- Conduct a test run with your computer or phone (if participating with audio only) to ensure everything works as expected.
- If using a webcam, pick the perfect spot—aim for a space with the light source facing you; check the wall that will appear behind you to ensure no confidential or private information will appear on camera.
- Make sure you have a stable Internet connection.
- Try to minimize noise and distractions such as pets or visitors.
- Put your phone on silent.
- Close windows if it's noisy outside.

During the Interview:

- Don't multitask. Close your chat programs and put away your phone.
- Don't talk too loudly or too softly into the microphone. Feel free to ask the interviewers if they can hear you well or if you need to raise or lower your voice.
- If using a webcam, 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.

Good luck

We hope you do great in your interview. If you have additional questions, be sure to ask your Talent Acquisition Advisor.