

# Guide for Remote Interviews

COMPANYs' health and wellness is always our top priority. We Wou like to share our plan for protecting #TeamCOMPANY and any individuals from our community.

All in-person interviews will be conducted remotely via Zoom for the foreseeable future. We believe it is our duty and responsibility to play our part in reducing the spread of COVID-19, and we trust these precautions are in the best interest of our community and our employees.

Please know that as a large organization, with multiple offices across multiple countries, our team is well-prepared to conduct meetings and conversations remotely!

Here you can find a short guide with some details, tips and tricks for your upcoming remote interview with COMPANY!

## What is Zoom?

Zoom is the tool and solution we use for audio and video conferencing, online meetings. It is user-friendly and easy to navigate. Candidates may join this link from your phone, although for the purpose of video interviews, we highly encourage you to join meetings from your computer or laptop for better quality!

As a candidate, you will be provided with a link to join at a specific time and date, previously discussed with our Talent Acquisition Specialist. If you have any questions on how to join this meeting/link, please feel free to watch this short video [here](#) with more details.

## Screen Sharing as required

Please note that you are able to share your computer screen at any time during the meeting. If there are any presentations/deck or documentation you are required to prepare for your interview, you can find the "Screen Share" option at the black bar at the bottom. It will display the different tabs, desktops and documents you may have open. Select the one you mean to share and ensure you click "**SHARE**" as you finalize your selection.

## Tips & Tricks

- a. Ensure you have the tools you need handy - reliable wi-fi, headphones, microphones, webcams, etc.
- b. Ensure you are in a quiet space free from distractions and background noise.
- c. Prepare the area of your interview.

- d. Test the quality - video, microphone. (We have also included a “test link” that allows candidates to test out Zoom before interviews to help them get more comfortable: <https://zoom.us/test>)
- e. Look into the camera, speak clearly and loudly.
- f. Do not hesitate to seek clarification or request repetition from the interviewer(s) if needed. We are here to help!
- g. What if there are technical difficulties? Hopefully it will not be the case, but have your phone available in case we may need to continue the conversation over the phone or reschedule accordingly.
- h. Be authentic and confident! We are cheering for you!

Please reach out to your Talent Acquisition Specialist if you have any other questions or concerns.

- Team COMPANY