Zoom Interview Tips

1. LIGHTING AND BACKGROUND

- Avoid backlight, including windows. Use bright overhead or indirect light. Good lighting is critical!
- An authentic background with personal elements can help you connect with the interviewers, but use a tasteful virtual background if your space isn't ideal.
- Neaten your space even if you use a background. Sometimes the view comes through.

2. SELECTING AND PREPARING DEVICES

- You'll look better on a desktop or laptop computer than a mobile device. Avoid cellphones.
- Silence desktop notifications and alarms. If your device has a Do Not Disturb setting, turn it on.
- Check for Zoom/conference software updates the night before to have plenty of time to install.

3. CAMERA PLACEMENT

- Set camera at eye level. Set laptops on a stack of books. For mobile devices, use a stand and set up in horizontal/widescreen orientation.
- Set the camera close enough that your head fills at least 50% of the vertical space.
- You head should be positioned just below the top of the screen.

4. AUDIO AND VIDEO SETTINGS

- Your computer may have several speakers and microphones installed, be sure to select those you want. Test for clear sound without echoes.
- If you can't get the audio perfect, use headphones. Listeners will appreciate hearing you clearly.
- Fine tune your "Touch up my appearance" setting and check if you need to adjust for low light.

5. FINAL SETUP AND STAYING ENGAGED

- Use Speaker View so you can always see who is talking. Set the window as close as possible to your own camera, to maintain eye contact.
- Mute your mic and keep your camera off by default on arrival. Turn them on when ready.
- Add a professional profile picture, your first and last name.

ADDITIONAL RESOURCES

Virtual Interviewing for Engineers (video presentation)