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# Technology Tips for Screening Interview

The screening interview is conducted virtually and should be completed using video conference software (such as Zoom or other software).

In rare cases, the interview may be conducted over the phone if for example you or the assessor experience internet issues. Together, you and your assessor can decide which software you are most comfortable using.

**Here are some tips you should consider as you prepare for your virtual interview.**

## Technical Set-Up

* Test all equipment 10 to 15 minutes before the interview, including your camera, microphone, audio, and headphones.
* Test your internet connection. Ask others to avoid activities that are a high demand on your internet (for example, streaming online videos or playing online games).
* Make sure you have the most recent version of the software you plan to use on your device.
* Clean your camera lens.
* Mute yourself or turn off your camera until the interview begins to avoid accidentally transmitting when you’re not ready.
* Check your image on screen before staring the interview to make sure you have the appropriate framing/lighting/camera angle.
* Consider asking someone to test your set up with you.
* Close other apps or programs on your device.
* Have ample battery power or better yet, make sure your device is plugged in.
* Log out of the meeting when the interview is complete. With Zoom, always use the “end meeting” or log out feature to be certain your camera and video are off before moving on to other activities.
* If you or the assessor encounter poor video quality during the meeting, try switching off your camera and continuing the interview without video.
* Have the assessor’s contact information available in case there are any issues.

## Setting Up Your Space

* Find a quiet, secure area with minimal distractions (a space with a door that can shut is ideal for privacy).
* Pay attention to lighting – it’s important that that assessor can see you clearly.
* Aim for two lights in front of you and one behind and be mindful of areas with partial sun coming through the window.
* Inform others that you have a virtual interview and ask that they keep noise to a minimum.
* Avoid having your pets in the room during the interview.
* Consider headphones with a microphone to minimize noise and distractions.
* Find a neutral background like a blank wall or make use of the Zoom backgrounds – busy backgrounds are distracting and may impact privacy.
* Have everything you need set up prior to the interview including a pen, paper and a glass of water.
* Turn off your phone or any other devices nearby.

## Resources

* [How to make better Zoom calls - Forbes](https://www.forbes.com/sites/shephyken/2020/07/05/how-to-make-better-zoom-calls-or-any-other-type-of-video-call/?sh=76052b2c13e6)
* [The do’s and don’ts of video conferencing – The Verge](https://www.theverge.com/2020/3/19/21185472/video-confere-call-tips-zoom-skype-hangouts-facetime-remote-work)
* [12 tips for video conferencing – How to Geek](https://www.howtogeek.com/663874/12-tips-for-video-conferencing-while-you-work-from-home/)
* [The biggest do’s and don’ts of video conferencing – Entrepreneur](https://www.entrepreneur.com/article/238902)