Hints and tips for your Zoom Interview with Newcastle University

We are currently in unprecedented times due to the ongoing Covid-19 crisis. This means that we need to adapt our recruitment working practices.

During this period, we want to reassure you that our main priority continues to be the health of our customers, and our colleagues.

To allow us to continue to successfully appoint suitable applicants to our current vacancies we have implemented Zoom Video conference platform to carry out interviews.

You may have used Zoom before, more and more of us are now using platforms like zoom on a daily basis, either as part of our current job or to keep in touch with loved ones. Here are a few hints and tips that we hope will make your interview process through zoom easy and stress free.

Consideration & Preparation

1. Download the Zoom Software and make sure you are familiar with it’s functions
2. Practice with a friend – you can record your practice run, which makes it an incredible tool for your interview preparation. By going over your recording you can look at things like
   - How is the lighting?
   - Is the video quality and audio quality good?
   - How is your eyeline – can the interviewing panel see your whole face?
   - What is the background like? (try to stay away from a window but make sure you are in a well lit room, ideally with a plain wall behind you, patterns can affect the image quality)
3. Ensure you have sent any presentations required as part of your interview to your designated point of contact at least 48hrs before your interview to ensure they have this to share on the day during your interview
4. Close unnecessary programmes on your computer or laptop to avoid a slowdown of your operating system which may affect the video and audio feed, this also will prevent any interruptions by any alerts or chimes that may sound during your interview.
5. Having a Video Interview can give some people a sense of comfort, which can be a good thing when interviewing for an important job opportunity. However please still prepare yourself in the same way you would for a face to face interview – make sure you are dressed appropriately, be focussed, on time and have questions prepared.
6. Please liaise with your designated point of contact at the university if you require any additional support or measures put in place prior to your interview
Receiving your Interview invitation

As part of your interview invitation we will ask you to confirm the best email address to send your Zoom meeting invitation too.

You will receive an email to confirm your interview, this also should include your link to your Zoom meeting with your designated date and time with a link to follow to access the meeting. This email will also include your login and password details, please make sure you have these to hand before your interview starts

If you haven’t already make sure you download Zoom onto the device you will be using for your interview prior to your interview date.

The details of your zoom invite will look something like this:

![Zoom Meeting Invitation](image)

Attending your interview

So it is time for your interview, you have all of your preparation ready, if you have a presentation you need to talk through make sure this is also open on your desktop so that it is easy for you to share when you get to this point, you have downloaded Zoom and you have opened up your invite email ready to hit the join button at your designated time

When you select join you will be asked to input your password, this will show on your invite email

V1.0 SS 15.05.2020
• Once you have added your password click join meeting, you will see your image (you have not entered the interview yet at this point) before you select join this gives you the opportunity to see the image your interview panel will see so that you can adjust your screen or position to ensure you are visible to your interview panel. Joining, configuring audio and video

Please wait, the meeting host will let you in soon.

Zoom Interview Test
15/05/2020

Test Computer Audio

Above is the next screen you will see, this is your waiting area. Once the interview panel are ready they will then accept you into the meeting so that you can start your interview. V1.0 SS 15.05.2020
while you wait you can click on the button to the bottom of the screen which shows ‘Test Computer Audio’ the below screen will pop up and this gives you the opportunity to adjust your settings if you feel it is needed.

Once the interview panel are ready, they will accept you into the meeting and you will see a screen similar to the image below, you have now entered your interview – good luck!
Sharing your presentation

We recommend you share your presentation with the interview panel through Zoom when it gets to this point in your interview. This allows you control of moving through the pages at a speed that is suitable for you (please always remember to send your presentation to your designated point of contact prior to your interview, this way if you do have any technical problems the interview panel can then bring this up and share with you, this would mean they had control over moving through your pages however.

Zoom allows for screen sharing on desktop, tablet and mobile devices while running Zoom

Both the host and attendee can screen share by clicking the share screen icon which is usually located on your control panel that runs along the bottom of your screen [up]

Follow the below link for additional step by step guidance on this if you are unsure prior to your interview (this would be a good one to practice with a friend!)

https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen

Once you have finished your interview click the leave button which is highlighted usually in red on your screen, you will receive a prompt to confirm you wish to leave, please click this and that is your interview complete.

Further Information / guidance

- Getting started with ZOOM
- ZOOM training materials