Tips for a Video Conference Interview

Congratulations, you have been invited to participate in an interview! If you are attending the interview via video conference, here are some technical tips and other information to help you be successful.

At Renton, we utilize Zoom as a video conference platform for interviews. You will receive a separate email with the meeting link, access code, and other important details for the interview.

Accessing Zoom:

To join the Zoom meeting, click on the "Join a Meeting" link in the email that you received from the recruiter. You will be prompted to open or launch the meeting. For more details on how to join a meeting and support based on the device or browser you are using, please click on the **Joining a meeting section** of the Zoom Help Center.

For most interviews, we provide the interview questions 15 minutes in advance via email. Watch your email and notify the recruiter right away if you do not receive the questions.

How to Prepare for Your Video Conference Interview:

Technology: Get familiar with the technology. Download the app ahead of time, if available. Make sure you have received the meeting link and access code from the recruiter. Test your technology in advance of the interview, including your microphone and webcam. Confirm your internet connection works well and your laptop, tablet or phone is fully charged.

PC's or laptops do work best, however, if you need to use a phone or tablet with video technology, make sure you are in a good location with a good connection.

When joining the Zoom meeting make sure your first and last name appears correctly so the panel can verify the correct candidate is joining the meeting.

To emulate the in-person interview experience more closely, we require that all candidates have their camera turned on for the duration of the video conference interview. If you have any questions or concerns about this requirement, contact the recruiter as soon as possible.

Be early: Join the Zoom meeting early. It is best to click on the link and join at least 5 minutes prior to your interview time, however, you may not be able to see the panel right away. You will be placed in the "Waiting Room", and when the interview panel is ready to start, they will allow you to enter the video conference room.

Remove distractions: Turn off notifications and close out your email to avoid distractions. Make sure the area is quiet and free of possible interruptions.

Environment and Lighting: Set up an area where you will participate in the video conference interview to include enough lighting on your face but eliminate background glare from an exposed window. Look at the camera during the interview as this will show that you are focused and not distracted. Make sure your background is professional and remove any items that may be distracting to the interview panel.

Dress for success: Dress just like you would for an in-person interview.

Prepare and rehearse: Prepare just like you would for an in-person interview. For more tips on a preparing for an interview, visit our "Tips for Interviewing Guide" (*there will be section on our website on how to interview)*