

BEING INTERVIEWED REMOTELY USING 'ZOOM' – GUIDANCE FOR CANDIDATES

To ensure your safety during the Coronavirus pandemic we are holding remote interviews via Zoom.

What is Zoom?

Zoom is a cloud-based video conferencing service that can be used to virtually meet with others - either by video or audio-only or both.

Getting ready:

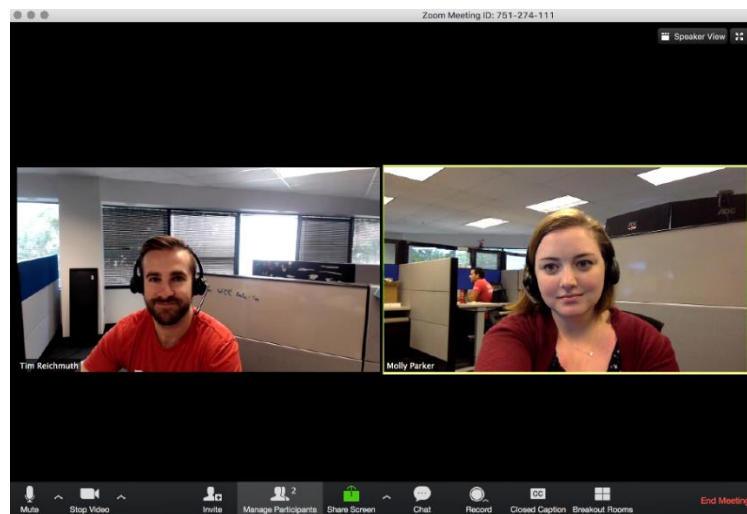
1. A laptop or PC with webcam and microphone (most laptops have these built in) or a device such as a smart phone or tablet.

If you have been asked to share a presentation as part of your interview then you must use a laptop or PC. You should have the presentation open in readiness for your interview.

2. Ensure your volume is not muted.

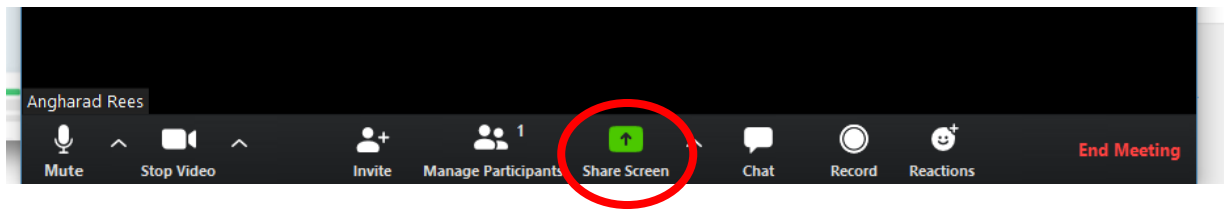
The Interview:

1. When your remote interview is ready to begin you will be sent an email asking you to join a [Zoom](#) meeting. The email will contain a link to the meeting. Follow the link.
2. Eventually the following 'in-meeting' screen should appear. You should be able to see and hear yourself (via your camera and microphone) as well as the interview panel. It sometimes takes a little time for everything to process. Once you see this screen you do not need to do anything else.

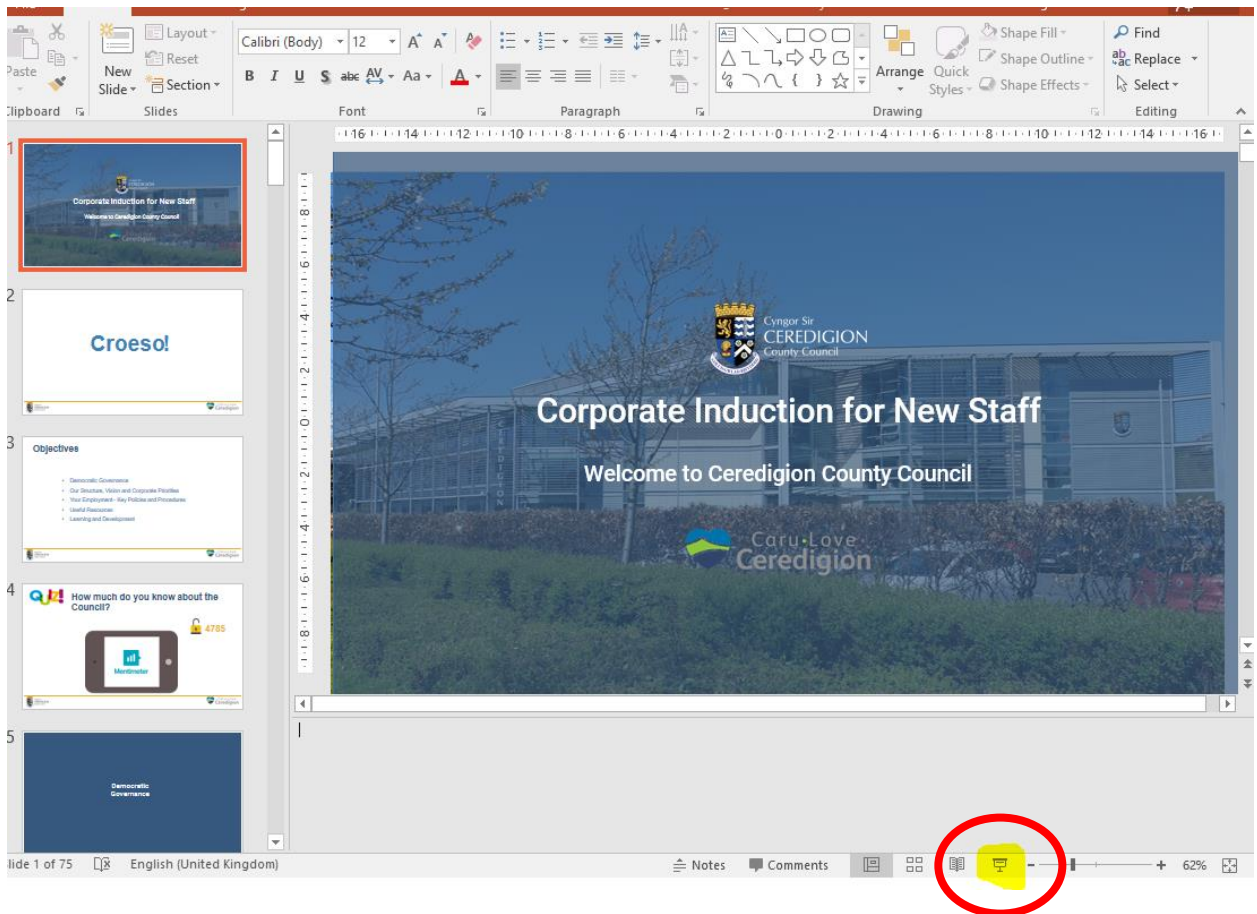


Guidance on sharing a presentation

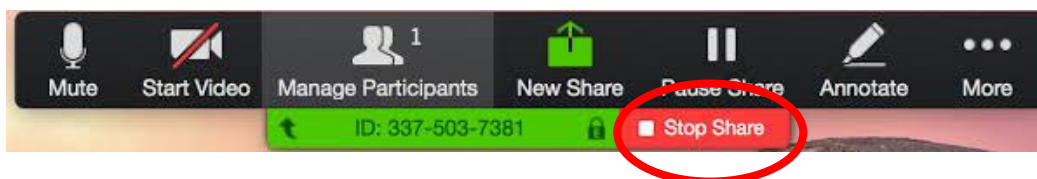
1. To share slides or similar as part of your presentation you will need to press the 'share screen' button.



2. A window will open asking you to select what you wish to share. Select your presentation.
3. When your presentation program file (eg PowerPoint) is displaying, then progress to slideshow mode (ie press the icon highlighted yellow below).



4. When you have completed your presentation and you are ready to return to just seeing the camera feeds press 'stop share' (circled below).



Further guidance on sharing your screen in Zoom can be found [here](#).

Note: if you wish to practice sharing your screen we recommend that you register for a free Zoom account and practice by holding your own meeting.