

Zoom Interview Guidelines

Instructions for Joining the Zoom Call

- Please ensure you have downloaded Zoom before your appointment.
- You will be emailed a link to join the Zoom call at least one week before your scheduled appointment.
- Please click the link approximately 5 minutes before your scheduled appointment time. You will be put into a Zoom waiting room until the Board of Examiners is ready to admit you into the Zoom call.
- After your exam, you will be asked to leave the Zoom call.

Reducing Unwanted Noise

Ensure optimal conditions for yourself and the interviewer. Note that all noises, as minimal as they may seem, are amplified by your microphone and will be heard by the other side.

- Mute or turn off your cellphone
- Close all programs on your computer that make sounds or have notifications
- Make sure that there are no others in the room or making any noise throughout the duration of the interview
- Close external windows and doors to minimise sounds from outside
- Ensure all televisions, radios, or stereos are off and avoid being close to humming appliances to reduce background noise
- Try to use a room with soft furnishings to reduce echoing
- Use headphones to ensure the interviewers' voices aren't being caught by the microphone
- Don't touch your microphone during the interview
- Minimize fidgeting – chair noises, table kicking, pen clicking, rustling paper, etc.

Optimize your Internet Connection

Test your internet and Zoom connections ahead of time to avoid any last minute issues.

- Plug your computer into your internet router directly using an Ethernet cable
- If you can't hardwire to your router, set up as close as you can to your wireless router
- Ensure that no other internet intensive tasks are running on your network (video streaming, etc.)

Miscellaneous

- Please upload your presentation (if required) to a dedicated DROP BOX account that will be set up by the BCSLA office. Do not use notes for your presentation as this may create a less dynamic appearance. Please note that the use of notes during the questions and answer section of the oral exam is **EXPRESSLY FORBIDDEN.**
- Set up the camera so that you are framed properly and check the lighting to ensure that you can be seen
- Look directly at the camera rather than at the screen
- Practice beforehand so that you may maintain eye contact with the interviewers
- Speak closely and clearly into your microphone – test the settings on Zoom beforehand to find a distance from the mic that ensures you are neither too quiet nor too loud and maintain that distance
- Ensure the sound is coming from the correct device
- Close ALL unnecessary programs to reduce the load on your computer or reboot your computer beforehand to ensure it is running optimally