LOS ANGELES COMMUNITY COLLEGES

CITY ● EAST ● HARBOR ● MISSION ● PIERCE ● SOUTHWEST ● TRADE-TECHNICAL ● VALLEY ● WEST

HUMAN RESOURCES DIVISION

Remote/Virtual Interviewing
Tips and Best Practices for Candidates

Utilizing video interviewing technology may be different from what you are accustomed to as an interview candidate. The following tips and best practices are intended to help maximize the effectiveness of the remote interview experience for both parties.

1. **Use the latest video conferencing software version.** Make sure that you are running the latest version of the video conferencing software to ensure you are getting the best performance.
   - **The District will use "ZOOM" via https://laccd.zoom.us/**
     - Create a profile using the following:
       Example: chamizg@laccd.edu

       Do not use **@email.laccd.edu

2. **Check that your internet connection can handle a video call.** You generally need at least 1.2Mbps of bandwidth for high quality video resolution. A LAN connection is best, but Wi-Fi network is also acceptable.

3. **Do a test run with the interview host.** Request a test run before the scheduled interview to make sure everything is working properly. Make sure that the microphone is working and use a high definition webcam if possible.

   - Hardware utilized will require a speaker/audio and video capacity in order to see the interview committee and/or the candidate.
   - If your audio does not work zoom has the capacity to also call-in and view the video screen while on the phone. Call-in information will be provided when interviews or deliberation meetings are scheduled.
   - Video tutorials on the use of Zoom are available at through: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.20667963.2099254192.1584640683-1670127194.1574811561
   - Test audio and video in advance by using the following links as resources (test video here; test audio here).

4. **Review instructions and logistics.** Make sure that you have and understand all of the pertinent details, such as who will initiate the call, your username, and other contact information. Create a username that is appropriate and professional.

5. **Be prepared.** Practice makes perfect. Have a friend or family member conduct a video interview with you. Make sure that you are speaking at a comfortable volume. Watch your body language. Avoid interruptions. Use notes as helpful reminders but don't overly rely on them.

6. **Dress the part.** Treat your interview like an in-person interview and dress professionally. This can boost your confidence and promote a positive first impression. Avoid striped and checked clothing that may become distorted when using a webcam. Also avoid other clothing that may blend in too much with the backdrop.

7. **Prepare your surroundings.** Pick a quiet place to interview. It is best to have natural light or a lamp aimed straight at your face from behind the camera or computer. Be aware of what's behind you - a simple backdrop in a room that is neat and orderly will look best. Lastly, be sure to be in a quiet, distraction free environment.

8. **Close other programs on your computer.** Avoid getting notifications during the interview by making sure that all other windows are closed on your computer.

9. **Look at the camera, not the screen.** It is very tempting to watch yourself onscreen during the conversation, but looking directly at the camera will make the interviewer feel as if you are speaking directly to him/her, despite your being remote.