Best Practices for Online Meetings & Interviews

Tips for Remote Workers and Job Seekers

Best Practices for Attendees and Interviewees

- ☐ Keep yourself muted unless speaking
- ☐ Use the chat tool to submit questions or comments only – don't conduct personal "side conversations"
- ☐ As a non-presenter, do not share a screen or take control of the presentation unless asked to do so
- ☐ Let the presenter deal with any attendee who is not following proper protocols
- ☐ If you need a moment to adjust viewing angles or sound settings after the meeting starts, take a moment to make adjustments rather than go through the whole meeting at a disadvantage.
- ☐ Be personable, ask questions and interact as naturally as you would in person.
- ☐ Ask for contact information for everyone at the meeting.
- ☐ Follow standard in-person meeting and interviewing best practices

Best Practices for Both Attendees & Presenters

- ☐ Have a full awareness of your appearance and surrounding environment if using video
  - ▪ Take time to select the proper environment
  - ▪ Chose a quiet, private area with good lighting
  - ▪ Have a neutral, non-distracting background
  - ▪ De-clutter the space around you
  - ▪ Dress appropriately (based on the industry) as you would for an in-person meeting or interview
- ☐ Practice patience and good manners. Do not talk over another speaking person.
- ☐ Minimize background noise and personal movement - squeaky chairs, tapping pens are annoying.
- ☐ Maintain your focus, do not try to multi-task during online meetings.
- ☐ Prepare yourself as fully as you would for an in-person interview or meeting
- ☐ Communicate with others in the household to ensure a quiet, distraction free environment
  - ▪ Relocate pets away from the area
  - ▪ Reschedule outdoor maintenance and other services
  - ▪ Silence your cell phone and other phones in the room

Technology Best Practices

□ Check your Wi-Fi connection strength, use a wired connection if available
□ Consider a headset to minimize ambient noise and better audio quality
□ Download any required software and TEST your technology setup well in advance!!
□ Use the device with which you are most comfortable. A PC or Tablet is preferable over a phone
□ Place the device on a stable surface.
□ Adjust the height and angle so that you are looking straight into the camera
□ Test your camera and speaker settings in advance and again at least 30 minutes prior to start time
□ Silence device notifications
□ Do one (or more) trial runs with a friend, get feedback
□ Have a backup plan
□ The time to get comfortable with technology is NOW…. not the day of the meeting