

# Zoom Interview Protocol

## **Zoom Interview Technology Requirements:**

1. A reliable high-speed internet connection is required for candidates to participate in a Zoom interview.
2. Candidates must have a working webcam AND audio. This equipment is built into many computers/laptops. If a computer does not have a webcam, one may be purchased relatively inexpensively at a tech store or online. Most smart phones are also capable of handling these requirements for an interview.
3. It is recommended to have a headset with microphone. These may be purchased at tech stores or online. Wired or wireless technologies are acceptable.
4. Candidates who do not have ready access to the required technologies and are unable to remedy the situation will be asked to schedule a face-to-face interview.

## **Zoom Interview Conduct and Etiquette:**

1. Candidates are expected to be logged in to the interview before the start time. The interviewer will utilize the waiting room feature and invite you into the interview when she is ready.
2. Once logged in to the interview, webcam and speakers must be turned on, but the microphone should be muted.
3. The microphone should be unmuted once the interview begins.
4. Candidates must make sure that they are in a quiet area, with adequate lighting and minimal audio or visual distractions. In other words, dress appropriately for the interview; maintain a professional disposition throughout the interview process; keep family members, pets, friends, etc. in another room; avoid making distracting movements on-camera or off-camera; and make sure that what is viewable in your web-feed is appropriate for the interviewer to see.
5. Candidates are not allowed to interview while driving!
6. Candidates who are disconnected from the interview should immediately try to reconnect.
7. Candidates should always have a phone available to call or text the interviewer to let her know if they have been disconnected and are unable to reconnect.
8. Candidates need to familiarize themselves with their technology prior to the interview and are responsible for their own technical equipment. Missouri Baptist University is only responsible for equipment used by the faculty interviewer.