Dear **Position Title** Applicant,

Congratulations on making it to the next step in the hiring process, the interview!

Your interview will be conducted remotely via Zoom scheduled for the time specified in the interview confirmation email.

Below are suggestions to assist you in preparing for a successful interview.

1. We have set aside **45 minutes** for your interview which will consist of **7 questions**. Please be prepared to provide thorough, detailed responses to each question.
2. Set up Zoom ahead by testing and familiarizing yourself with it ahead of time.
	1. Use the strongest, most reliable internet available to you.
	2. Consider an alternate internet source if your broadband becomes unstable or problematic. One suggestion would be to connect a tablet or computer to a hotspot on a mobile device.
	3. Find a well-lit and quiet place to participate in the interview.
	4. Look into the camera while you speak.
	5. Silence your phone.
	6. Make certain your tablet or computer is fully charged.
3. To join a Zoom meeting via computer, (Suggested Option):
	1. Open your interview confirmation email and click the zoom link to join.
	2. When you join the meeting, a screen will appear asking to “Join with Audio” or “Test Speaker and Microphone.”
	3. Click “Test Speaker and Microphone” and follow the prompts.
	4. Upon successful testing, click “Join with Computer Audio.”
	5. Consider using a virtual background or background that limits distractions.
		1. Click Settings 🡪 Virtual Background 🡪 Select a Virtual Background
4. To join a Zoom meeting via phone, you can download the free Zoom App and create a free zoom account using an email address.
	1. Sign in to your Zoom account on the app.
	2. Open your interview confirmation email and click the zoom link to join.
	3. When you have joined the meeting, it will ask how you want to join with audio.
	4. Select “Join Audio with Wi-Fi or Cellular Data”
	5. If you wish to add a background, touch the screen to see the tool bar at the bottom.
		1. More 🡪 Backgrounds & Effects 🡪 select a virtual background
5. Dress appropriately for the interview. Business casual is acceptable.
6. You are welcome to take notes during the interview.
7. The Zoom room will be open 10 minutes prior to the start of the interview so you may arrive and confirm you are not experiencing any technical issues. If you do experience technical issues, please do your best to resolve them. If you are not able to do so, please email FIRST & LAST NAME at email@ucsd.edu BEFORE the start of the interview.

We look forward to speaking with you and hearing more about your interest in the position.

Best,
(Insert Name)