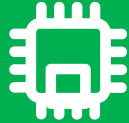


# CERN candidates' guidelines for video interviews via ZOOM

**CONGRATULATIONS** for making it this far in the selection process! Are you ready to take part in the final stage? Preparation is key, so please follow these guidelines in order to have a good experience during your video interview.

## ☐ Prior to your video interview:

- The recruiter will send you a Zoom meeting link and will run a test with you to make sure that everything will work out smoothly.
- If your interview involves technical elements (e.g., coding exercise, online tests, additional video calls with team members), your recruiter will be in touch with more details about how that will be managed.
- Fully charge your device (laptop, phone etc.)
- Test / secure your internet connection.



## ☐ On the day of your video interview:

- Confirm that your webcam works properly. If you do not have a headset, be prepared to mute your microphone when you are not talking to avoid any noises.
- During the video interview, there will be multiple interviewers joining so you can use the 'Gallery view' in Zoom in order to see everyone on the screen.
- Please prepare the presentation on your desktop and use the 'Share screen' option from the Zoom tool. When you finish with your presentation, please stop sharing your screen and return to 'Gallery view' so we can start with the interview.
- If you experience technical difficulties during your video interview, close out and re-enter the Zoom meeting. If this does not work, kindly email or call your recruiter.

## TECHNOLOGY: ZOOM online tool

## ENVIRONMENT

## APPEARANCE

## BODY LANGUAGE

## VERBAL



## ☐ Set up your interview place:

- Your surroundings can tell a lot about your personality so think about the background and keep it tidy.
- Please choose a place with enough light to make sure that the image is clear.
- There should be no interruptions while you are live.



## ☐ Dress appropriately:

- Treat video interviews the same as face-to-face interviews; try to look professional without overdoing it!
- Dress code should be casual smart and comfortable!



## ☐ Set a positive body language:

- When talking, maintain the interviewers' full attention - do this through expressive nonverbal actions such as hand gestures and smiling.



## ☐ Control your voice:

- Make sure your voice is clear and speak at a constant and good speed.
- Throughout the interview, you should be conscious of time, don't waffle and don't rush your replies.



While the setup is different, we treat video interviews the same as in-person interviews. Be yourself! This is a great opportunity for you to present yourself and your experience and for us to get to know you better! Good luck!