

Zoom Interviews

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My very first Zoom conducted job interview process was for our Administrative Assistant position in the office. This took place in August 2020 during the COVID pandemic. We needed to fill the role, but were dealing with COVID protocols in our building, being safe for all involved, and needing to essential pivot our standard “we’ve always done it this way” approach to interviewing and filling roles within the firm.

In going through that process, I thought about the role being reversed for me and me being the one interviewing for a new job via Zoom. The good, bad, and ugly of the process, set up, etc. There were factors to consider, but I too needed to think about my pivot and the what if needed to interview now during the pandemic. I too needed to be ready.

So, like a well-trained and educated paralegal, I did my research and I’m now sharing it with the world even though it’s October 2021, we are still pivoting from the old ways.

It is the REAL THING

You need to treat your Zoom interview just the same as if it was an in-person interview. Be dressed appropriately (no pj bottoms!), be focused, have questions to ask, be prepared for behavioral interview questions etc.

Advantages to Job Interviews Online

- No need to meet face to face
- Can be organized and attended by both parties quickly
- Easy to interview candidates who are out of town
- Less pressure on candidates
- Ability to screen candidates efficiently

Benefits to Recording ... You Can Check Things in Advance

- How is the lighting?
- Are you fidgeting too much?
- Are you not smiling enough? Too much?
- How is your eyeline?
- Is the video quality and audio quality good?

General Zoom Tips

- Use the mute button.
- Look into the camera while speaking.
- Choose a professional background.
- Find a brightly lit room.
- Pick a quiet space.
- Silence your phone.
- Maintain your focus.
- Turn off notifications.
- Use a laptop or computer.
- Charge your laptop.
- Update your computer.
- Find a good internet connection.
- Communicate with your household.
- Wear professional attire.
- Keep your screen clear.
- Practice using Zoom.
- Use appropriate body language.
- Ask your interviewer questions.

Zoom Job Interview Mistakes to Avoid

- Coming to the Interview Late.
- Not Testing the Technology Beforehand.
- Failing to Gather Your Materials.
- Choosing the Wrong Outfit.
- Interviewing in a Messy Space.
- Distracting the Interviewer with These Habits.
- Not Carrying on a Real Conversation.