

SETTING UP A ZOOM MEETING/INTERVIEW:

- Download the [Zoom Desktop app](#) and encourage all attendees to do the same
- Test your audio and video (See the Audio, Video & Sharing section on [Zoom's Video Tutorials](#) page)
- Schedule your meeting ahead to time. Allow time to review and appropriately adjust the meeting settings, security settings and host controls based on your needs
- Designate a team member or have an IT colleague available to assist if larger technical issues arise
- For Interviews, make sure the schedule allows for:
 - Time for members to arrive early to go over housekeeping details
 - Time for the candidate(s) to ask follow up questions/questions of their own
 - Time to deliberate in between meetings if being held back-to-back
 - Ask that candidates join the meeting right at the schedule start time and not early

MEETING/INTERVIEW PREP FOR COMMITTEE MEMBERS :

- The individual serving as the "host" or facilitator of the meeting, should assign the questions to be asked to specific committee members in advance. Identify someone to serve as a time-keeper to make sure all questions have a chance to be asked and the interview can conclude on time.
- Close any unnecessary browser tabs, turn off or silence any notifications that may interrupt the meeting, and turn off any other devices that may diminish your bandwidth.
- Find a quiet location that has lighting coming from in front of you or from the side (not from behind you) and a background that is clear of distractions
- Do not have off topic or side conversations, avoid typing or other noisy activities when your microphone is on, and mute your microphone when you are not speaking
- There can be a slight lag in the audio, so one person should speak at a time. Wait until the other person has clearly stopped talking. A brief pause, smile and nod, and then going into your response works well.

FACILITATING A MEETING:

- Ensure that all members can be heard and have a good connection. Muting video may help with some internet bandwidth challenges.
- Share housekeeping details with attendees before starting the interview
 - Remind everyone to mute their microphones when not presenting or speaking
 - Determine how others should get your attention if needed. Will you use the chat function or should they unmute to speak up?
 - Make sure everyone is comfortable with the different view options between Gallery View and Speaker View
 - Make sure the candidate has left the meeting and the room is locked before starting your deliberation discussions
- If something goes wrong with either the audio or the video please remember that your audience can probably see you or hear you. Remember to always act like you are on camera. Reference the Zoom Help Center for troubleshooting [audio echo in a meeting](#) and/or contact your identified IT colleague for assistance.