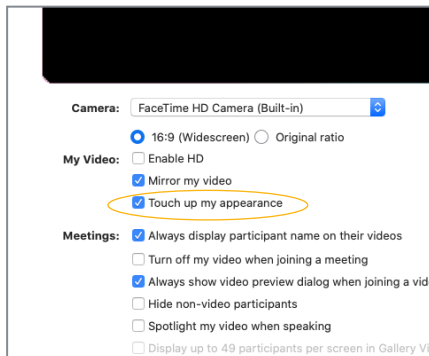


## Audio/Visual Tips for Participating in Zoom Interviews



### APPEARANCE

- Prepare as you would for an in-person interview
- Plain, solid colors work best on camera
- » **TIP:** Use the “Touch Up My Appearance” setting (Go to Preferences→ Video)

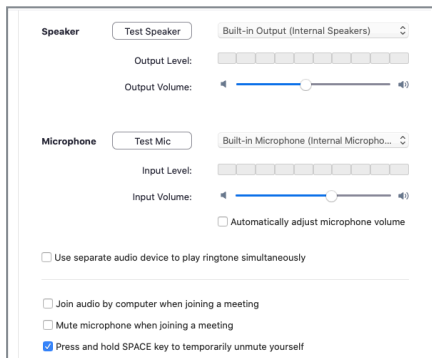
### LIGHTING

- Avoid shadows on your face
- Have one steady lamp directly by your face
- No back-light or sidelight
- » **TIP:** Facing a window will provide a softer, more pleasing light



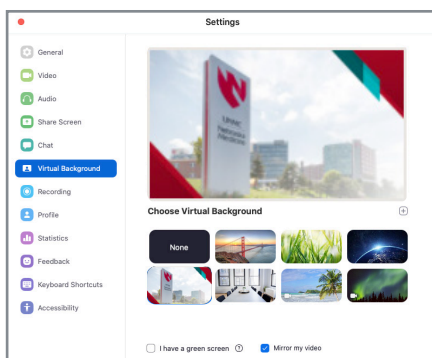
### CAMERA ANGLE

- Avoid being too close to the camera
- Keep the camera at eye level or slightly above
- Look directly at the camera, straight ahead when speaking
- Eye contact will improve engagement
- » **TIP:** If your computer is too low, stack books underneath until the webcam is level with your eyes or purchase a computer stand



### SOUND

- Test your speaker and microphone levels in advance (Go to Preferences→Audio)
- Speak loud and clearly
- Avoid sitting too close to the screen, but be near the microphone
- For optimum audio, use an accessory microphone
- » **TIP:** Visit [www.bhphotovideo.com](http://www.bhphotovideo.com) for great quality, affordable microphone options.



### BACKGROUND

- Rule of thumb: plain and simple is key
- Avoid busy backgrounds
- Plan your background ahead of time, find a place and test what it looks like on camera (Go to Preferences →Video)
- » **TIP:** Use a branded [UNMC background](http://www.unmc.edu).