



CAMERA, LIGHTING, SOUND

The tips below will provide the optimal setup to communicate visually and audibly in an effective and professional manner.

- Set up your laptop or camera so that it is at or slightly above your eye-level.
- Position your ring light and/or window light behind your laptop or camera.
- Ensure that your face is positioned slightly above the center of the image. Try not to have your head touch the top or bottom of the screen.
- Consider Zoom's touch-up feature.
- Test your audio to make sure your microphone and speaker are working properly. See these instructions for doing this on [Zoom](#).
- Consider the benefits from [Indeed](#) of using headphones for virtual interviews and the various types that are out there along with the elements of built-in and external microphones.
- Check out best practices from [LinkedIn](#) for setting up your camera, lighting, and microphone.

LOCATION & CONNECTIVITY

When choosing a location for your interview, consider the following:

- Choose a location free of distractions (e.g., loud noises, clutter, etc.)
 - Tip: Reserve a conference room at your institution or local library.
- Choose a neutral background, such as a wall.
 - Explore these pros and cons from [Indeed](#) and [LinkedIn](#) about when to use a virtual or blurred background. *Note that some institutions may not allow virtual backgrounds in interviews.
 - While effective, green screens can be costly and complicated.
- Avoid windows in the background, as sunlight will dim your image in the foreground.
- Choose a location that is comfortable for you, whether it is a comfortable chair or a comfortable height for standing.
- Test your network connectivity level to make sure you can join/participate in the interview (Zoom). Close any programs that may pop up with notifications, such as email or messaging apps.

ATTIRE

Dress in attire that makes you look and feel your best.

- Consider choosing a shirt that contrasts with the background. (For example, choose a darker shirt if you're in front of a white wall.)
- Avoid narrow stripes and small patterns like herringbone. (On camera, tight patterns create an effect called "moiré" which can be distracting.)
- Choose clothing that is comfortable and allows you to move freely.

