

Zoom -guide for candidates

Remote Interviewing

What is Zoom?

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform.

What you will need

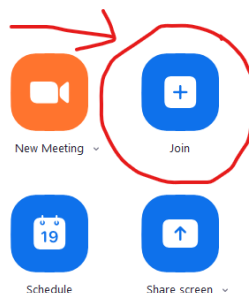
1. A computer, laptop, tablet or smartphone
2. A stable internet connection
3. Headphones with a microphone. (Zoom will work on your smartphone or tablet, or using your in-built mic on your computer, but for the best user experience we recommend use of a headset.)

Before you start your interview:

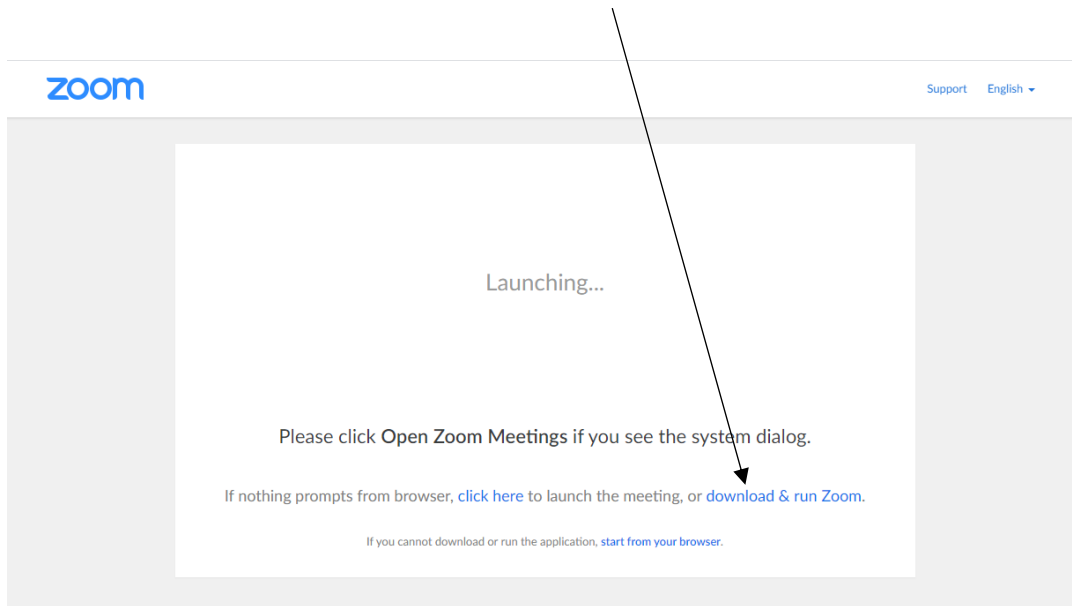
1. Before your interview, please download/check you can access the Zoom site. You can either download Zoom on a smartphone/tablet as an app or go to <http://zoom.us>
2. Join a Test Meeting. Please test your mic, speakers and camera in advance of the class by joining the test meeting here: <https://zoom.us/test>

How to join your interview on your computer / laptop

- You will be sent an email with a link to the Zoom virtual room. Click on the link sent to you. Alternatively, in the Zoom App click on 'Join a meeting' :



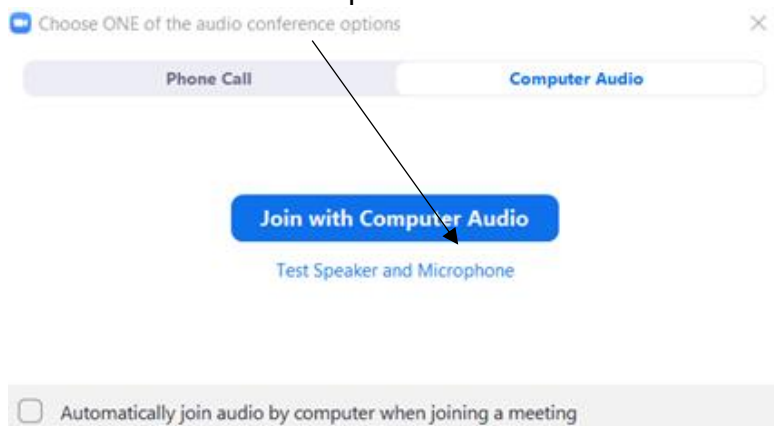
- If this is your first time using Zoom, a download will start automatically. If not, select “download and run Zoom”.



- Install the programme. If your computer asks for permission, click “allow”
- Accept the terms of service and privacy policy



- Select “Join with Computer Audio”



We would recommend to use a laptop or desktop computer where you can for your interview as this will provide clearest image and sound. If however this is not possible, please see instructions below.

To Join from your smartphone / tablet:

1. Download the Zoom App: <https://zoom.us/download>
2. Open the App and click on “Join a meeting”
3. Enter the “Meeting ID” sent to you
4. Click on “Join the Meeting”
5. Select “agree” and “allow” whenever Zoom asks for permissions
6. Join audio with your device
7. Turn on your video with the button on the menu. Give permission to Zoom.

Zoom controls and function

At the bottom of your screen you will see the following toolbar:



From here, you can do the following:

- Turn on and off audio
- Turn on and off video
- See a list of current participants
- Share your screen (Mostly used by teacher)
- Chat with other participants
- Record the Zoom meeting
- React
- End/Leave the meeting

Please note for interviewing we request for your **video to be turned on**; this is so that we can replicate a face to face interview as much as possible.

If you need any support, please contact recruitment@greensleeves.org.uk

We wish you the best of luck for your interview.

Greensleeves Care