



Guide to

Preparing for Your Remote Interview

On the day of your interview, we want to be sure that everything goes smoothly so that you sound your best and your story comes through naturally and authentically. In order to make that happen, we ask that you complete the following steps.

Well in advance of your interview, be sure that you will have the following at your reserved time:

- A quiet place where you will not be interrupted.
- **Wired headphones with a microphone.** (Apple ear buds work great for this. Avoid using wireless headphones, unless that's your only option, because of the extra compression.)
- Current version of the Google Chrome or Firefox browser.
- Plenty of available storage space (at least 20GB) on your computer's hard drive.
- A good internet connection (at least 5 Mbps up and down).
- Any specific information that you would like to reference during the interview.

At the time of your session, please follow these steps:

- Gather any reference notes you may have prepared.
- Silence phones and other nearby devices.
- Activate "Do Not Disturb" on the device you will be using for the interview.
- Close all other apps on the computer you will be using for the interview and *plug it in if it's a laptop*. Adjust your computer so that it will not timeout during the call (screensaver, auto-lock, auto-sleep, etc.), as appropriate.
- When you're ready, click the link you will have received from us. (Remember to use the Google Chrome or Firefox browser.)
- Click the "Start" button.
- After the interview has concluded, you can just close the window to end the session.