Candidate Virtual Interview Tips

One DHS

- ★ Exit other applications that play audio and video during the interview as they could interfere and cause distractions

- ★ Sign into WebEx the day before the interview to ensure your device meets systems requirements

- ★ Sign into the WebEx meeting at least 15 minutes early the day of the interview to take needed steps to access the interview. When you select the link to join your meeting, the WebEx Meeting Manager application will automatically download to your computer.

- ★ Ensure you are in a well-lit space (avoid background light) to ensure your video is clear

- ★ Ensure you are in a quiet space without interruptions

- ★ System requirements

  - ▪ A computer with camera or you may use a mobile device –Cisco WebEx App or software may need to be installed.

- ★ Networks work best when you are close to the WIFI access point or hard-wired to the modem (The goal is to minimize opportunities with internet interruption)

TN Department of Human Services