

# Tips for Giving a Good Zoom Interview

1. Wear a shirt (collared polo or button up) with the UF/IFAS logo on it. Avoid t-shirts or tank tops. **Look professional.**
2. If you need a UF/IFAS shirt, please contact the **UF/IFAS Extension Bookstore** (<http://ifasbooks.ifas.ufl.edu/>).
3. If you can, set up your computer with web cam where your background will be a bookcase, picture or other nice background. If possible, avoid having just a blank wall behind you. **Strongly advise not to use Zoom's virtual background option.**
4. **Select a quiet, secluded room** in your house that has a door you can close while being interviewed. Avoid large rooms with high ceilings, as this can make your voice "bounce" around the room and affect your audio quality. Avoid outdoors as you can't control what might happen, like a dog barking or a neighbor firing up a power tool.
5. **DO NOT sit in front of window** or with an outdoor area behind you. The light from the outside can be brighter than the light in the room creating an effect called "backlighting" that can make your face too dark to be seen during the interview.
6. **Place a lamp or light with soft light on the desk** alongside your computer/camera. Make sure you can't see the lamp in your camera shot but it should be nearby and close to help illuminate your face. A light you can dim will work well for this, if you have one.
7. **Remove pets and children from the room and area** where you will be doing the interview. Again, close the door behind you and maybe place a sign on the door.
8. **Turn off the ringer** on your home phone and turn the ringer on your cell phone to silent
9. When you answer the questions, **look into the web cam or laptop camera** and not at the person asking the questions from the Zoom screen (or yourself!).
10. **Take a slight pause** before you answer each question to make sure there is no audio overlap between the interviewer's question and your answer. This will help with editing
11. **Strive to provide short, succinct answers** (20 seconds or less) and explain any complex ideas or phrases in simple terms. Media providers love short soundbites and will consider you again if they need a subject matter expert. If you give long-winded or hard-to-follow answers, they may not.