

Tips on Zoom Interviewing

To succeed in a Zoom interview, ensure your technology is set up properly, maintain a professional appearance, and engage effectively with your interviewer.

Tip #1 - Prepare Your Technology

- When applying for positions that may require access to USPS data or screen sharing during an interview, you should plan ahead at the time you submit your application.
 - If your work location does not have a private, quiet office equipped with a USPS computer and internet access, contact nearby area offices to find a suitable location and arrange access, in case you receive a Zoom interview notice. In an off-duty status, if possible, make arrangements to perform a dry run of a ZOOM interview at the location where you will be interviewing. Being familiar with the equipment and environment will reduce the stress of unexpected issues.
 - Gain access to a computer with the latest version of ZOOM Installed. Review to see that you can locate the programs and share the screen; that your ZOOM background and image are professional; and that the microphone works. After securing permission, notify the Manager of that facility once you receive notice of a Zoom interview to confirm your use of the space. Also provide your ZOOM location to the Selecting Official.
- Be prepared to Login to ZOOM 10 minutes early.
- A backup plan is always advisable when using technology.

Tip # 2 - Create a Professional Environment

- **Choose a Quiet Space:** Find a distraction-free area where you will not be interrupted by background noise or people.
- **Declutter Your Background:** A tidy, neutral background keeps the focus on you. Alternatively, you can use a professional virtual background if needed.

Tip # 3 - Minimize Distractions

- During a ZOOM interview, you have a brief window to make a strong, professional impression.
- To demonstrate respect and focus, ensure that your cell phone is completely turned off or set to silent before entering the ZOOM platform.
- A ZOOM can demonstrate your valued computer skills to navigate USPS and other technological programs.
- Your cell phone may be reserved for a back-up in case of technical problems.

Tip # 4 - ZOOM Appearance

- Wear professional business attire for a ZOOM interview, just like if the interview were in-person. Avoid distracting fashion choices.
- Check the ZOOM video prior to the interview for a positive image.
- Present yourself in a manner consistent with the USPS brand you represent.
- Maintain Good Posture: Demonstrate professionalism by sitting up straight, smiling, and maintaining eye contact throughout the interview.
- It is acceptable to use your hands as you talk but avoid being distracting.

Tip #5 - Communicate Clearly

- Use Clear Communication: Speak clearly and concisely. Be prepared to answer questions and provide examples of your qualifications.
- Listen attentively to each question. If you are unsure of the interviewer's intent, politely request clarification.
- Communicate your ideas effectively, speaking with the appropriate volume and clarity.
- Showcasing demonstrates your personal qualities and your ability to fulfill the requirements of the position.
- Use specific examples to highlight solutions and results you have achieved in previous roles. This approach demonstrates that you possess the skills and expertise necessary to succeed in that position.

Tip # 6 - Data Collection

- If you are not using a USPS computer or do not have access to dashboards, and you have collected data or reports relevant to the position, save those documents to a flash drive so they can be accessed and shared with the interviewer, if appropriate. Examples may include Flash, the Financial Performance Report, the CRDO Scorecard, and NPA.

Tip # 7 - Follow up After the Interview

- Sending a brief, personalized thank you note by mail demonstrates professionalism and gratitude. Keep the message concise and focused.
 - For example: "Thank you for the opportunity to interview for the position. I appreciate your time and consideration, and I am enthusiastic about the prospect of joining your team. I look forward to your response."

Final Thoughts

Succeeding in a Zoom interview requires a combination of technical readiness, professional appearance, and engaging communication. While virtual interviews may initially seem impersonal, they provide an opportunity to showcase your adaptability and preparedness. With the right approach, you can build rapport with your interviewer and leave a lasting impression that sets you apart from the competition.