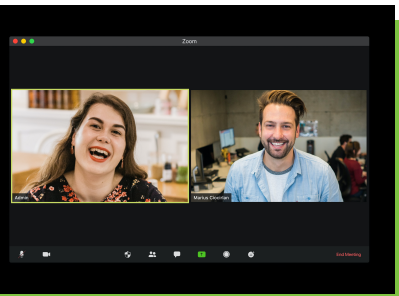




**Think of this not as a phone call on Zoom or yet another office meeting, this is more like being interviewed for television. The finished video might live online forever.**

**Appearance:** Get happy with your look. Do you want to shave? Put on makeup? Change to a more colorful shirt? Avoid narrow stripes, cameras sometimes don't like them. Tiny earbuds might be okay but a big headset won't look good.



**Backgrounds:** Virtual backgrounds should be avoided. They can make parts of your body disappear. For your real household or office background; plain white, grey, or beige walls behind you can make things look washed out. Having some colors and details behind you can help. Plants, framed art, even furniture. But keep it neat and tidy, not cluttered and not too many items.

**Camera:** Get your camera up to your eye level. If you're using your laptop on a desk the built-in camera is probably too low. You may need to raise it 4-7 inches higher. You can do this with a stack of books. Unfortunately this makes the keyboard hard to use, but often for the duration of your Zoom interview you might not be typing. Don't sit too close or too far from your camera. You want to be "head and shoulders" with a little bit of room above the top of your head and the bottom of the frame will be around your armpits. If you're wearing a buttoned shirt the top 3-5 buttons might show on screen. If you sit too close the camera can warp the shape of your face. Too far back and you look smaller, unimportant or uninterested.

**Seating:** Choose a good chair. If you use a swivel chair do not swivel during your interview. Consider how high the back of your chair is. If it comes up over your shoulders that can look bad. Generally the best chair is the one viewers don't know is there.

**Lighting:** Place your brightest light near and behind your camera. Avoid having windows and bright lights behind you.

**Noise:** Mute your phone and computer alerts. Ask housemates or officemates to keep quiet around you. Avoid a room with all hard surfaces, this can make your voice echo too much.

**Mic:** Consider an external mic. If you use earbuds they might have a mic. Or try a separate lapel mic like the Movo LV1. You can go into general settings in Zoom and select your external mic instead of the default mic from the laptop.



This video of tips can help.