

Zoom Interview Tips



Keck Medicine
of USC

BEYOND EXCEPTIONAL MEDICINE™

To keep viewers focused on what you're saying, eliminate distractions for both you and the audience.

IMPORTANT NOTICE:

ASSUME THE CAMERA AND MICROPHONE ARE ALWAYS ON.



DO A DRY RUN

Start your own Zoom meeting to check your background, lighting and audio.

TECH PREP:



Have a Backup

Try to conduct Zoom interviews on a desktop or laptop – use a phone as a last-resort. If your laptop goes down, have the Zoom app loaded on a backup device (phone, tablet).



Bandwidth

Make sure the whole family isn't online during your interview. If you ever have bandwidth issues, find a location where that never happens.



Photo

Load a professional head shot. If the video goes down, you still look good.



Audio

Test your audio with a friend or colleague prior to the interview.



Create a Quiet Space

Turn off devices and background notifications. No dings or buzzes. Put the kids and the dog away. Put a sign on your door. No interruptions.

LOOKING GOOD:

Clothing

Simple and professional.
No white – except Keck Medicine white coats.
No green.
No busy patterns.
Keep jewelry small .



Angle

No up-the-nose shots.
Head and shoulders visible.
Camera should be eye level.



Background

Simple is best – avoid clutter and be aware of what's behind you.
Keck Medicine or USC branded items are great!



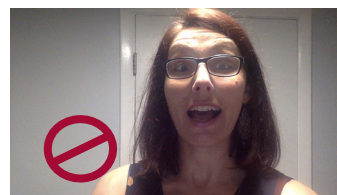
Chair

Use a simple, straightbacked chair for good posture and no movement.
Don't swivel your chair during the interview.



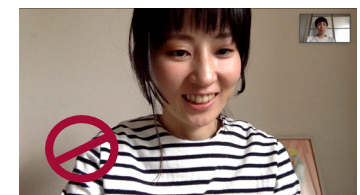
Face

Stop the shine – blot with a paper towel or powder.



Lighting

Never from behind.
Brightly from in front. A desk lamp will do. No LEDs.



Where's the Camera?

Don't look at yourself, look at the camera.

Questions? Visit news.keckmedicine.org to contact media relations.