

Preparing for Your Zoom Interview Recording

We will spend the first few minutes of the call fine-tuning your camera position, lighting and sound. The sample setups below show the kind of shot we are aiming for.



Before the Call

- Please use a laptop or desktop computer with the Zoom Workplace desktop app rather than joining through a web browser or phone, if possible.
- Make sure Zoom is installed and up to date.
- Test your camera, microphone and speakers before the call. In Zoom, open Settings, then check:
 - Video & effects → Camera
 - Audio → Test speaker and Test microphone
- Plug your computer into power.
- Use the strongest and most reliable internet connection available. If possible, sit near your Wi-Fi router or use a wired connection.
- Close unnecessary applications and browser tabs, pause large downloads and turn on Do Not Disturb so notifications do not appear during the interview.
- Clean the camera lens with a soft cloth.

The interviewer or meeting host will manage the recording and let you know when it begins.

Room and Background

- Set up in a quiet, private room, ideally with a closed door.
- Let anyone nearby know that you will be recording and ask them not to interrupt.
- Silence your phone, alarms, smart speakers and other devices.
- Choose a tidy, natural-looking background. Plants, books and simple artwork work well.
- Position yourself several feet in front of the background where possible. This creates depth and helps separate you visually from the room.
- Please use your real background rather than a virtual background, background blur, avatar or video filter.

Camera Position and Framing

- Raise your laptop or camera so the lens is approximately level with your eyes. A laptop stand or a stable stack of books works well.
- Place the camera on a firm surface so it does not shake.
- Frame yourself from approximately the mid-chest or shoulders upward.
- Sit near the centre of the frame and leave a small amount of space above your head.
- Look toward the camera when answering rather than watching your own image throughout.
- If Zoom's auto-framing feature is active, please turn it off so the composition does not change while you speak.
- If possible, use a stable chair with a low back.

Video Quality

In the Zoom Workplace desktop app, open:

Settings → Video & effects → Camera

Turn on HD video if the option is available and your internet connection is stable.

Please also turn off virtual backgrounds, background blur, video filters, studio effects and strong appearance-smoothing settings.

Lighting

- The best setup is usually soft light coming from in front of you or slightly to one side.
- A window in front of you can provide good natural light. Avoid direct, harsh sunlight on your face.
- Do not sit with a bright window directly behind you, as this can make your face appear dark.

Audio

- A quiet room is more important than specialized equipment.
- Use the microphone that sounds clearest during Zoom's microphone test.
- A wired headset or wired earbuds with a microphone may improve sound, especially in an echoing room.
- If you are using the laptop microphone, keep the computer reasonably close to you and avoid touching the desk or keyboard while answering.
- Turn off fans, air conditioners or other noisy appliances where practical.
- Keep a glass of water nearby.

Preparing Your Answers

You may have received content notes, a script or a list of questions in advance. Think through the main ideas you would like to communicate, but please do not memorize complete answers. You may keep a few brief prompts nearby, preferably close to the camera, but avoid reading full sentences from the screen or from printed notes.

It is completely normal to pause, restart an answer or record another take. We allow time for adjustments and retakes where needed.

What to Wear

- Wear something appropriate to your usual working environment and in which you feel comfortable.
- Solid colours generally work especially well on camera.
- Simple patterns are fine, but avoid very fine stripes, tight checks or small repeating patterns, which can produce a distracting moiré effect on video. Avoid prominent brand names, slogans and visible logos.

During the Recording

- Sit comfortably with both feet supported where possible.
- Speak at a natural pace and allow a brief pause before beginning each answer.
- Try not to overlap the interviewer's voice.
- If you hear an interruption or lose your train of thought, simply stop. We can begin the answer again.
- The interviewer will tell you when recording has started and when the session is complete.