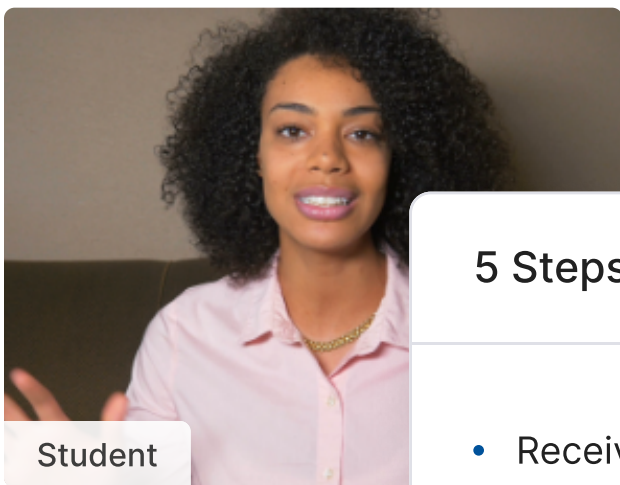


# How to Interview Virtually

A Guide for Employers for Virtual Interviews

floreruit.com



Student



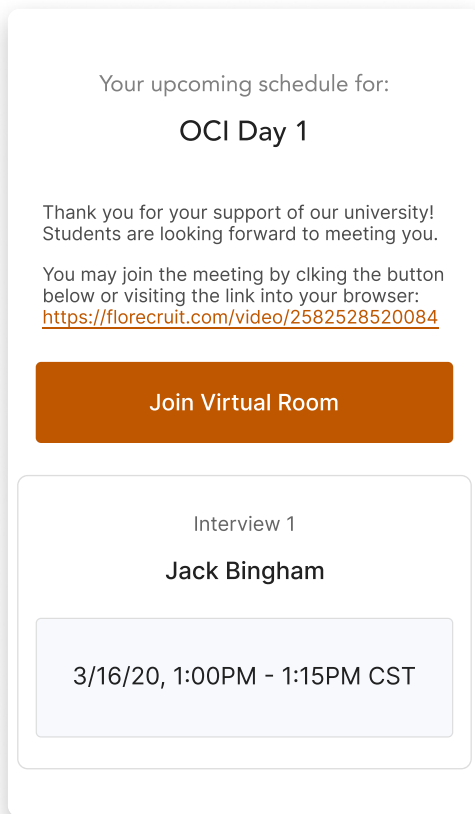
Interviewer

## 5 Steps

- Receive Email
- Join Video Chat via Email
- Enter Virtual Interview Room
- Interview Virtually
- Join Next Interview Room

## Step 1

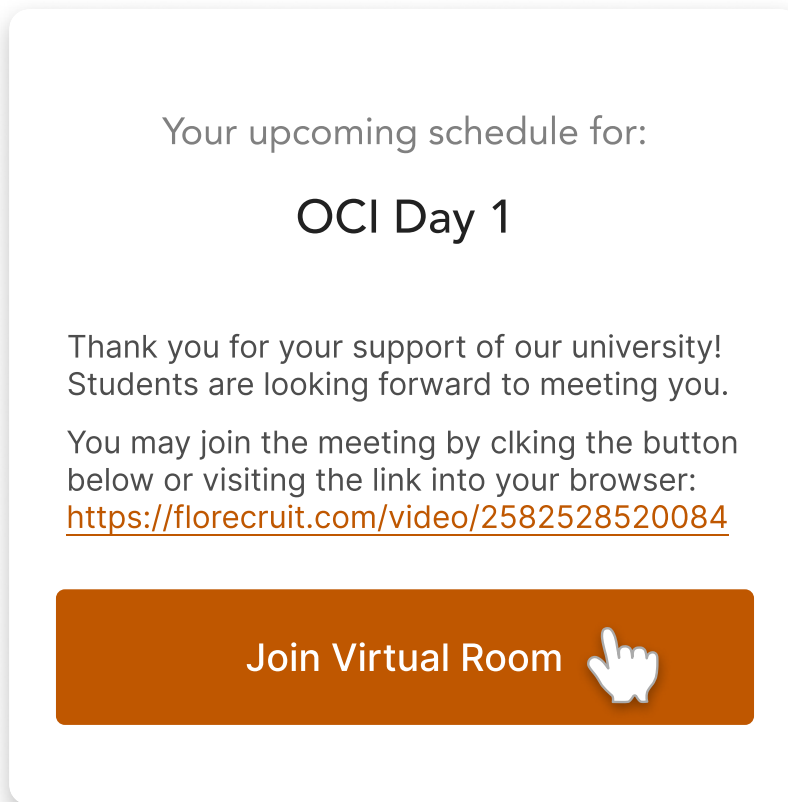
# Receive Scheduling Email



Before the event, the employer contact (the email address used with the school's career center portal) will receive emails with the interviewers' schedules from [texaslaw@floevents.email](mailto:texaslaw@floevents.email). The employer contact will be responsible for forwarding this email to the interviewer so that the interviewer has the information.

## Step 2

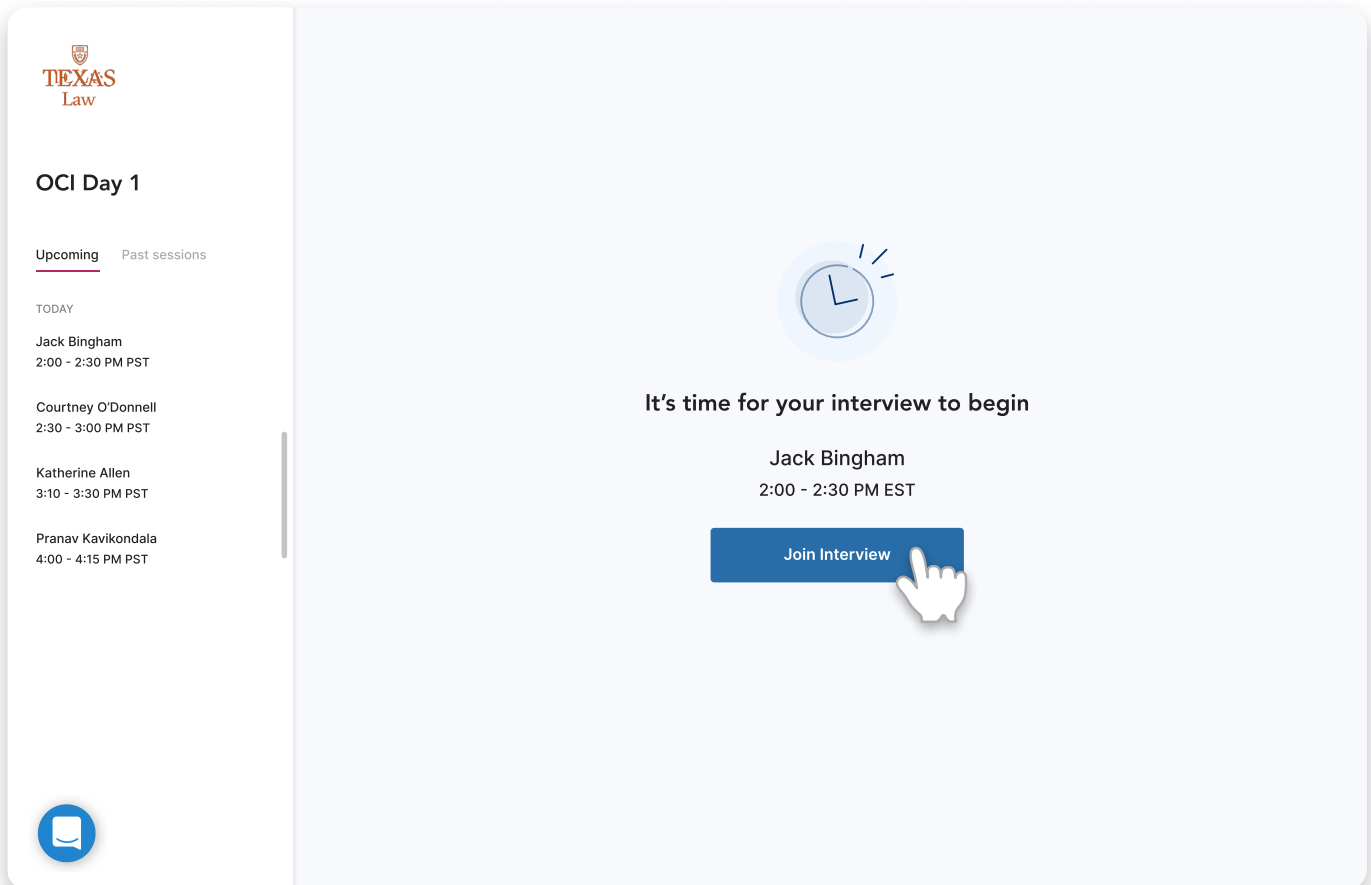
# Join Video Chat via Email



In the email, you will see one button to join the virtual interview room. The interviewer should click the button, or copy and paste the video chat link into their browser, to see their interview schedule and join their first virtual interview via video chat. You should use the Google Chrome browser for your video chats.

## Step 3

# Enter Virtual Interview Room



On the interviewer's screen, they will see their upcoming virtual interviews on the left. In the middle, they'll see a button labeled *Join Interview*. The interviewer should click the button to be connected to their first interviewee.

## Step 4

# Interview Virtually

**TEXAS Law**

OCI Day 1

**CURRENT INTERVIEW**  
Jack Bingham  
2:00 - 2:30 PM EST

**Upcoming** Past Interviews

TODAY

Courtney O'Donnell  
2:30 - 3:00 PM EST

Katherine Allen  
3:00 - 3:30 PM EST

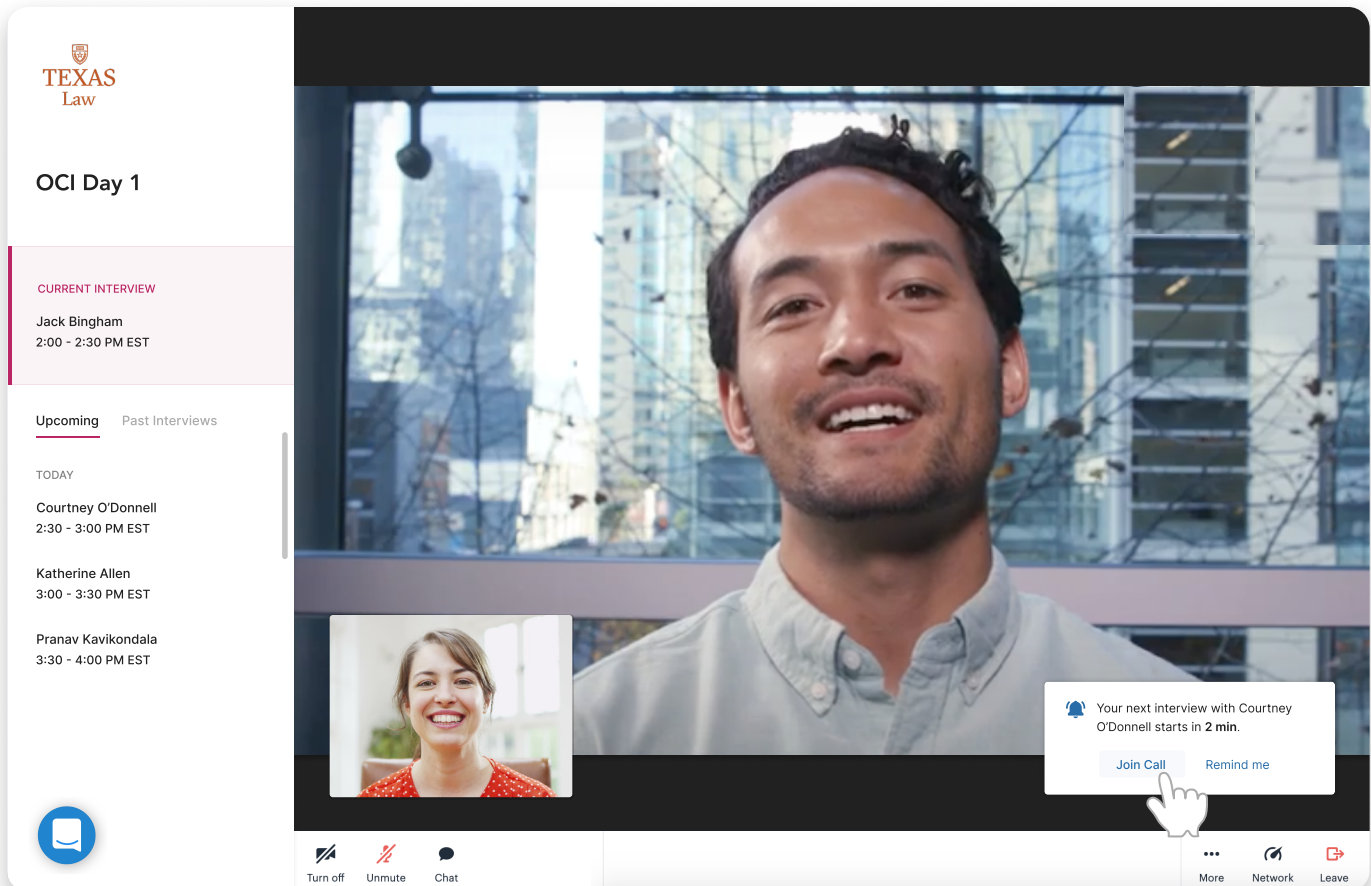
Pranav Kavikondala  
3:30 - 4:00 PM EST

Turn off Unmute Chat More Network Leave

After the student has joined the interviewer in the Virtual Interview Room, the interview will begin. If the interviewer's wi-fi quality is low quality, the interviewer can decrease the quality of their video stream to ensure the audio is still crystal clear by clicking *More*.

## Step 5

# Join Next Interview Room



The screenshot displays a video interview interface. On the left, a sidebar shows the 'TEXAS Law' logo and 'OCI Day 1' title. Below this, a 'CURRENT INTERVIEW' section lists 'Jack Bingham' from '2:00 - 2:30 PM EST'. Underneath, an 'Upcoming' section lists three future interviews: 'Courtney O'Donnell' (2:30 - 3:00 PM EST), 'Katherine Allen' (3:00 - 3:30 PM EST), and 'Pranav Kavikondala' (3:30 - 4:00 PM EST). The main video area shows a man in a light blue shirt smiling, with a smaller video feed of a woman in a red patterned top in the bottom left. A notification bubble in the bottom right of the video area reads: 'Your next interview with Courtney O'Donnell starts in 2 min.' with 'Join Call' and 'Remind me' buttons. A hand cursor is pointing at the 'Join Call' button. At the bottom of the interface are controls for 'Turn off', 'Unmute', 'Chat', 'More', 'Network', and 'Leave'.

Two minutes before your next interview begins, you'll see a notification to join your next interview. When you click *Join Call*, you will leave the current interview and join the next interview. If you click *Remind Me*, the notification will be snoozed for 1 minute. Continue this process until the end of your interview schedule. After all of the interviews are complete, the interviewer can exit the tab or click *Leave* to exit.