



Virtual Interview Guide for Candidates

The COCC Talent Management team aims to make the virtual interview process easy and positive for our candidates. Check out the tips below and connect with us if you have any questions.

1. Prepare as you would for an in person interview. Do whatever makes you feel most confident and ready for the day, including dressing professionally and reviewing your resume and materials.
2. Check us out. Do your research and get to know COCC through our [website](#) and [culture video](#).
3. Test your tech. COCC's interviews are hosted via WebEx, which has video and call-in options. Make sure your computer camera and audio are working, and if not, you can download the WebEx app and use a smart phone for the interview. If you anticipate connection issues, calling into the interview is always an option.

Here's some helpful information about using Webex:

- [Join a Webex Meeting from an Email Invitation](#)
 - [Get Started with Cisco Webex Meetings for Attendees](#)
4. Find a spot with a strong internet connection or reception. We want to be able to hear and see you, and have you hear and see us.
 5. Have a plan B. You're all set up with your laptop to call into the meeting and then...your internet goes out. Have your cell phone and the call-in directions ready in case you need to switch to another interview mode.
 6. Say thanks! Sending a thank you email to the interviewers after connecting with them is a great way to learn about next steps, leave a positive impression, and highlight your skills and qualifications.
 7. Remember, we're people, too! The pandemic has shifted 95% of COCC's workforce to work from home, and many of the interviewers are also doing virtual interviews for the first time. We are also balancing kids, pets, and caretaking, like many of our interviewees! Please share any concerns you have about the interview with your recruiter, and know that we understand that these are challenging times for everyone involved.