

Virtual Interview Confirmation Template

Subject: Interview Confirmation and Details

Dear [NAME],

Thank you for getting back to us with your availability.

Interview Time & Zoom link

Your interview will take place on [TIME & DATE IN BOLD] on Zoom : [ZOOM LINK HERE].

If you have trouble logging on: please contact [NAME & PHONE NUMBER].

Early Arrival to Review Questions

You are invited to come to the Zoom room **15 minutes prior to the start of your interview** to review the questions. You will arrive in a waiting room, and 15 minutes prior to the start time we will let you into the main room. We will say hello, provide you with a PDF of the questions, and put you into a breakout room so that you have some time to review them. We will also provide a translation of each of the questions.

Interview Content

The interview portion of our meeting will last around **90 minutes**. You will be asked to answer approximately **10 questions** in either French or English. We encourage you to attempt to answer each question in the language that it is asked. However, if there are significant language barriers, translations of the questions will be available.

Of the 10 questions, one is a **role play** and one will ask you to **imagine a process for a facilitation session with a community group**.

Interview Preparation

You will receive an email **72 hours before your interview** from me detailing the question subject areas. We will indicate whether each question will be asked in French or in English. Additionally, we will let you know the topic of the facilitation session we will ask you to design.

References

Please come to the interview with the information for 2 professional references, including:

- Names
- Reporting relationship
- Phone number
- Email

Dress Code

Feel free to dress in whatever clothing makes you feel most comfortable.

Setting Yourself Up for Success with Zoom

The interview will be conducted via a video conferencing application [Zoom](#). Please make sure to install this application on your computer and test if it is working (i.e. video, microphone, speakers etc.). We recommend that you connect through the most reliable internet connection to which you have access and that your power adapter is at-the-ready in case your battery runs low during the interview. We also recommend setting up your smartphone (if you have one) with the application in case of any unforeseen technical issues with your computer.

We also encourage you to plan ahead and think about the physical space where you will be logging on for the interview to support you in focus and being able to communicate with us. We recommend finding the quietest possible space with good internet connectivity and where you can be comfortable. Earphones and/or headphones might also be helpful to have on hand in case of unforeseen noise. It is also helpful if the space is well lit.

All of this said - we understand the challenges of bringing a job interview into your home, and know that we welcome the reality that your kid may pop in at some point, that the lighting may not be ideal, etc. Please feel free to use or not use a Zoom background, and know that the realities of the space you are in will not impact how we consider your candidacy.

Lastly, we recommend that you set yourself up with a pen and paper, a glass of water or tea, perhaps some snacks, a fidget toy - what we would have loved to provide were we doing in-person interviews.

Accessibility

If you have any accommodation needs please let us know.

Please let us know if you have any questions or concerns, or if you'd like to set up a phone call!.

Thank you and we'll be in touch soon!