

USER

ZOOM

**Preparing for my admission interview at Sciences Po**

GUIDE

**SciencesPo**

DSI – service formation aux usages numériques

# PREPARING MY INTERVIEW

## WHAT EQUIPMENT DO I NEED FOR MY INTERVIEW?

To facilitate your interview, you will need the following equipment:



**A webcam** **NECESSARY**  
(built-in or USB)

**A high-speed Internet connection** **NECESSARY**



**A computer** **NECESSARY**  
(do not forget your AC charger)

**The Zoom software** **NECESSARY**  
(installed on your computer)

**Your ID Card** **NECESSARY**  
(to present at the beginning of the interview in front of the camera)



**A headset with mic** **ADVISED**  
(USB or Bluetooth)



We recommend that you test your equipment before your first commission (see next page). Reminder: in case of technical problems, contact the IT Helpdesk without further delay: [sos@sciencespo.fr](mailto:sos@sciencespo.fr) / 01 45 49 77 99

To learn more about Zoom, also visit the dedicated page of [the online tools site](#)

# PREPARING MY INTERVIEW

## WHAT SHOULD I DO BEFORE MY INTERVIEW?

### AHEAD OF MY INTERVIEW

# 1

#### 1 – Install Zoom

You need to install Zoom on your computer via [this installation link](#). You must have the latest version of Zoom: if it is already installed on your computer, please update it.

#### 2 – Testing my equipment

You need to make sure your equipment is working properly through [this Zoom test link](#).

### THE DAY OF MY INTERVIEW

# 2

- Prepare your identity document
- Take the email that was sent to you by the Admissions Directorate containing the meeting link
- Click on the link at the scheduled time
- Click on « Open Zoom »
- Indicate your first and last name as requested
- You are then put in the waiting room while a committee member welcomes you in
- Show your identity document at the start of the interview



Everything is ready for your commission!

# OPTIMISING MY ENVIRONMENT

## WHAT ARE OUR RECOMMENDATIONS?

Follow these few recommendations to be in the best condition for this interview:



**Your environment:** for maximum peace of mind, choose a quiet room in which you can isolate yourself.



**Sound:** it is recommended to use headphones with a mic. In case of background noise at home, you can momentarily mute the sound from your microphone.



**Camera:** It is recommended to place the camera at eye level and facing you. Raise your laptop if necessary.



**Lighting:** the main light source must be facing you. Avoid back lighting.



**Important :** We remind you that the recording of a meeting, by any means and in particular through a smartphone or an external recorder, is strictly prohibited. Moreover, the broadcast of such recordings, especially on social networks, is strictly prohibited. More generally, it is up to everyone to act in accordance with the right of personal portrayal, copyright, and to comply with the regulations concerning the protection of personal data.

▶ [Consult the legal information relating to admissions interviews organised by video conference](#)