



Guidelines for candidates:

Virtual process Do's and Don'ts

DO's

- Please download the Zoom application on your laptop prior to the day of the process. Please use the primary email ID provided while applying for the process to join the session.
- Try to ensure a strong and secure internet connection. We recommend shutting down applications like file download, streaming, browsers for preserving internet bandwidth for the process.
- Please adhere to the dress code of business formals.
- Candidates must ensure their faces are always visible in addition to their screen(Side by Side mode). Read more for details: (<https://support.zoom.us/hc/en-us/articles/115004802843-Side-by-Side-Mode-for-Screen-Sharing>)
- Make sure your desktop is shared throughout the process
(New Share->Screen)
- Ensure continuous communication with the Placement POC for updates. All selected candidates will receive an email confirmation **on their registered email id** with a new unique user link to join the **next round**.
- Run a trial Zoom session at least 30 minutes amongst yourselves before the process to fix any technical difficulties that may arise with the required settings.

DON'Ts

- Do not forward the received invitation.
- While sharing your screen, make sure you are selecting 'Screen'. Do not share just one application at a time.
- Candidates must ensure not to **switch tasks, or toggle screens during the process**. Do not open any background user processes except Zoom and the Text editor.
- During the entire process you may be asked to "wait till the host lets you in". Do not leave the waiting room and allow the panel member to admit you to the interview.
- Please ensure that you do not use any alternate electronic devices during the process.
- Do not take screenshots or click photographs of the screen.

Download checklist:

1. Microsoft Office
2. Zoom

For any other queries, please reach out to the usenablingareascampus@deloitte.com.

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