Virtual MD Interview Tip Sheet for Candidates
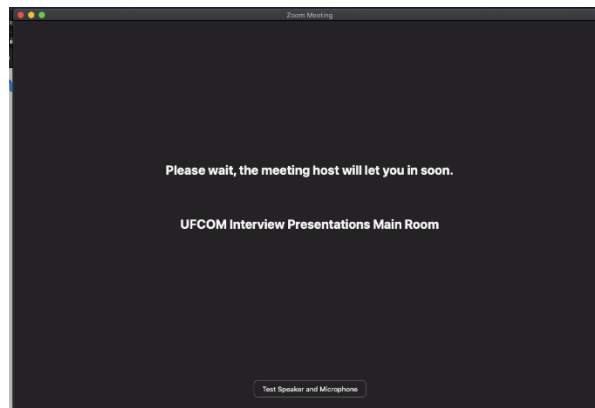
Important Notes

- Make sure you are in a quiet, closed area with a door that closes for your interview. If you will be interviewing in a location where other individuals reside, we recommend notifying those individuals to not enter your room during the time of your interview.
- We recommend attending the Zoom conference through a personal computer with webcam capabilities and built in (or external) speakers and microphone rather than through a smartphone.
- We recommend testing out Zoom prior to your interview to ensure that your webcam, microphone, and speakers are working properly.
- Before you join us, please check that your Personal Link Name for your Zoom profile shows as your first and last name
- You will be placed into a waiting room until you are admitted by the host to the interview presentation room.
- **No portion of the UF COM MD interview day may be recorded by anyone representing the UF College of Medicine, by interviewees nor by associates of UF COM or interviewees.** Since all parties have not agreed, Florida law prohibits applicants or any other party from recording their interview or any associated presentations.
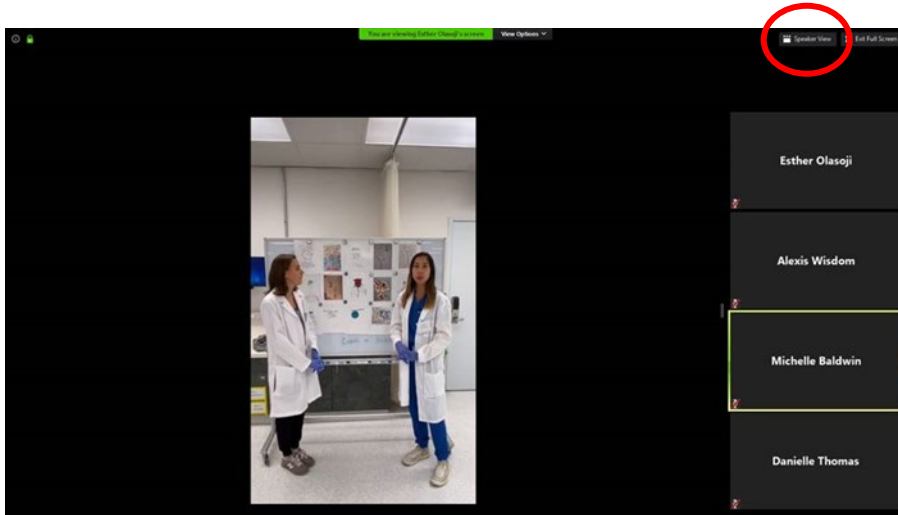
To Report Technical Issues or Request Assistance

- Technical issues are inevitable especially in a new interview day format, but we will do everything we can on our end to prevent or at least expediently resolve these. Staff will be monitoring technology in all Zoom sessions (but will not be present in private breakout rooms for interviews).
- Please call the Admissions Office at 352-273-7989 if you have trouble connecting or reconnecting with a session. If you experience a prolonged loss of internet connectivity, audio or video capability that impacts one or both of your interviews, please notify us as soon as you can by phone or email (med-admissions@ufl.edu) so that we can assist you with alternate arrangements.
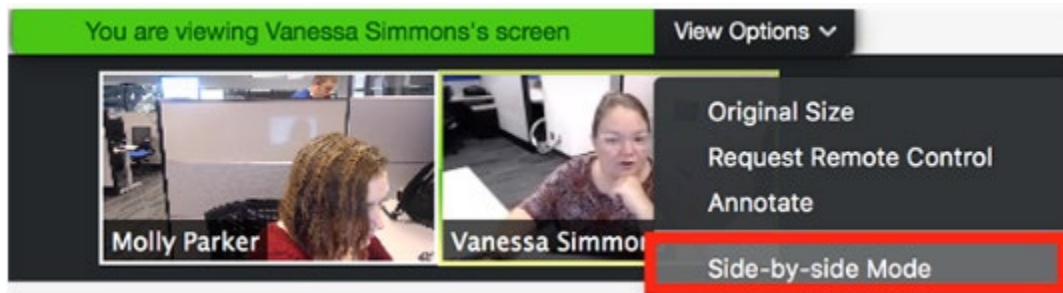
Presentations

1. The interview day will begin at **9:30AM Eastern Time** (EDT until November 1; EST after Nov. 1) and will be hosted through Zoom conferencing.
2. Please login to the Zoom link provided to you in your agenda at 9:15AM for check-in and to troubleshoot any technical issues.
3. Once in Zoom, you will be placed in a waiting room that will look similar to the screen below. Please ensure your Zoom name is your first and last name.

4. You will be admitted into the main Zoom room between 9:20-9:30AM. All presentations for the day will take place in this Zoom room. *Please note, once you are admitted into the main Zoom room, all applicants and staff will be in this room with you.*
5. **Please make sure your video is always on while you are in the Zoom room.**
6. Presentations will be shared with you throughout the day. In order to change the view of your Zoom window, you can switch between gallery and speaker view in the top right corner. You can also exit out of full screen mode by selecting the view options in the top middle of your screen.
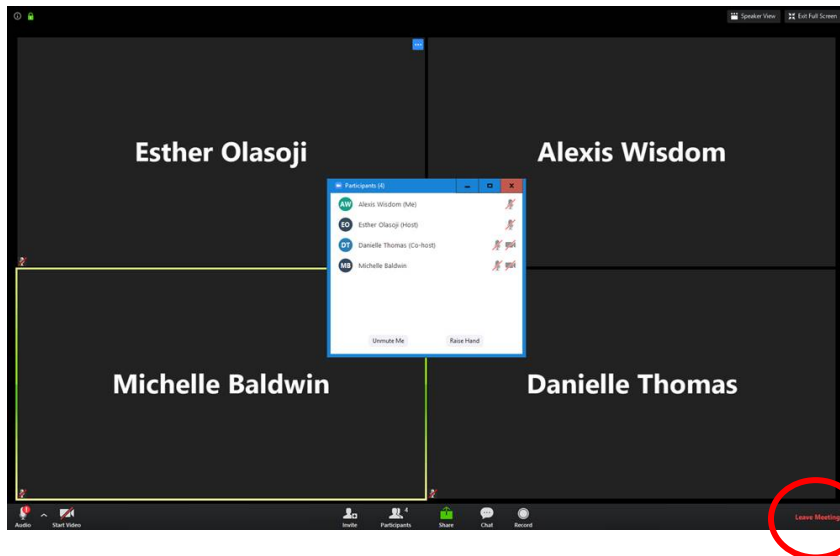

7. To view the shared screen in side-by-side mode, click on "view options" at the top of the screen and choose "side-by-side mode". The presentation being shared will now appear on the left with the speaker on the right.

8. To adjust the size of each view, hover your pointer over the boundary between the shared presentation and the participant videos until your pointer changes to a double arrow and a gray line separates both views. Drag this separator to make the desired adjustment.
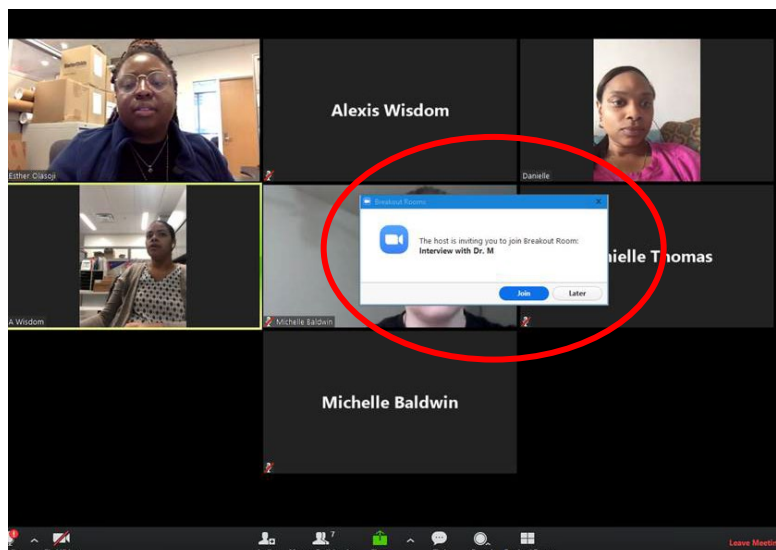

9. During the break from 10:30-10:50AM, feel free to turn off your camera and microphone. Please be sure to return promptly to the meeting so the next activity may begin.
10. Around 11:45AM, there will be a 1-hour break for lunch. Please feel free to leave the room or turn off your camera and microphone.

11. Please return to the main Zoom room via the link in your agenda **by 12:40PM** for the remaining presentations.
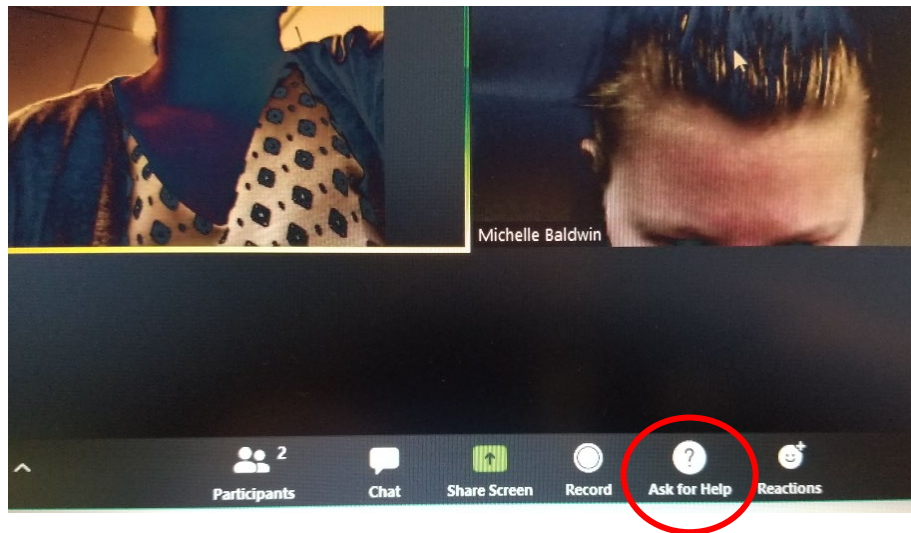
Interviews

12. After the conclusion of presentations, interviews will start on the hour from 2:00-6:45PM. Before your interview, please log in to the second Zoom link on your agenda **5-10 minutes early**. (If you are scheduled for a 2:00PM interview, join the Zoom meeting directly following the conclusion of the days' presentations.)

13. You will be admitted into the main Zoom room where you will have 10 minutes to test your microphone, speakers, and camera. *Please note, once you are admitted into the main Zoom room, all interviewers and applicants will be in this room with you.*

14. At your interview time, you will receive a pop up on your Zoom window stating that the host is inviting you to join a **breakout room**. Please select "join" when you are ready to enter. Your screen will look like below:
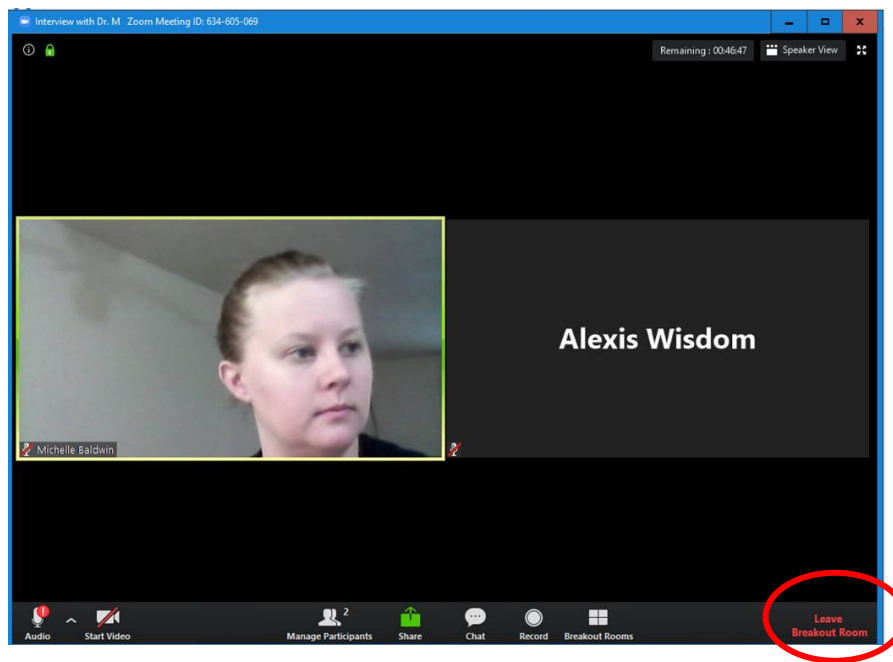

15. You will be placed in a private Zoom room with your first interviewer. Please remember to unmute yourself. All interviews are 45 minutes. *Five minutes prior to the end of your interview, a message will appear alerting both participants that the breakout session will end shortly, to allow time to finish your conversation and transition to the next session.*
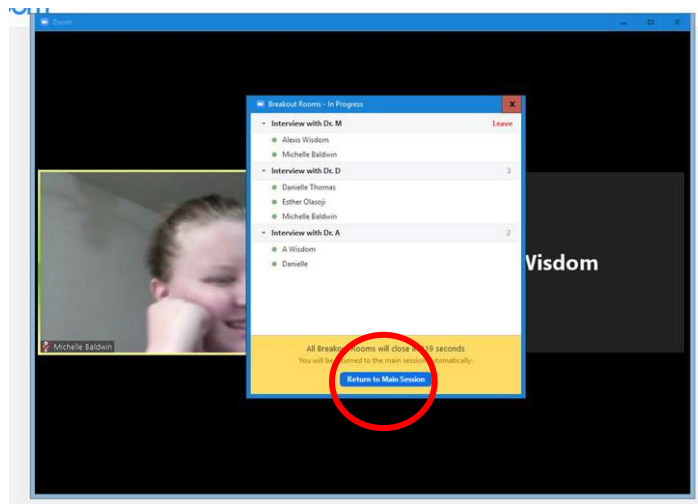
16. If technical issues arise in your Zoom meeting, select the "ask for help" button at the bottom of the screen, and someone will be in shortly to help troubleshoot any issues.
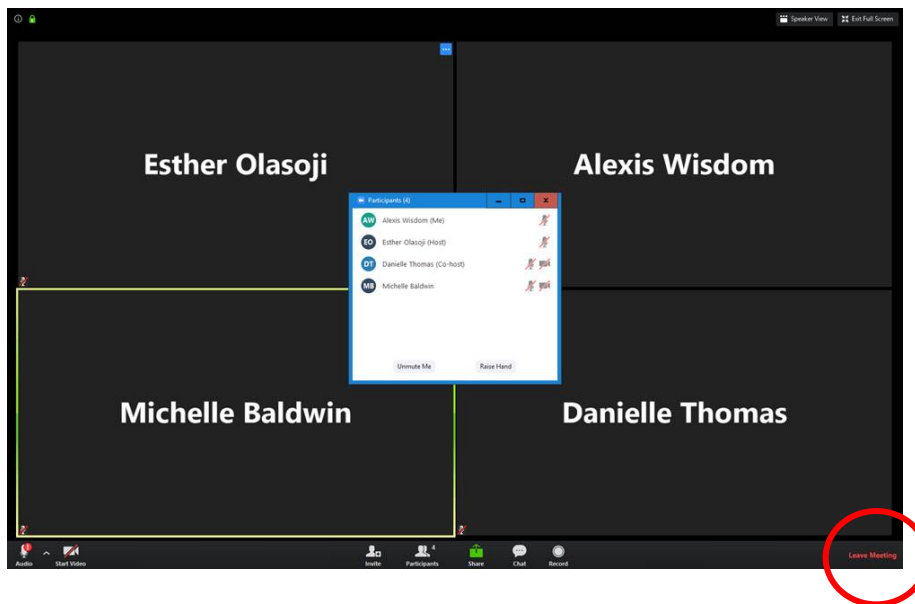
17. When your interview comes to an end, select "leave breakout room" in the bottom right and select "return to main room" in the pop up.

18. Do NOT select the *red* "leave" option IF you have an interview in the next hour, as that will end the entire Zoom session and you will have to re-enter through the Zoom link.

19. Once in the main room, you are welcome to use the remaining time freely as the next interview slot will begin on the next hour. **If you are not interviewing in this time slot, you may leave the meeting or join the "social room."* Please return within 10 minutes of your next interview.**
20. For your 2nd interview, you will receive another pop up to join the next breakout room. Please select "join" when you are ready to enter the breakout room. Please remember to unmute yourself. Again, all interviews are 45 minutes.
21. After all interviews are complete, you are welcome to leave the meeting. Please see below for reference.

*Social Room House Rules

During the time you are not scheduled for an interview, you may login into the "Social Room" by using the Zoom link and password provided in your agenda. Here you are free to have discussions with the varying faculty, staff and students participating at that time.