

# ZOOM/VIRTUAL MEETING

## ETIQUETTE

JOHN A. LOGAN COLLEGE CAREER SERVICES

The virtual world has opened up many unique engagement opportunities and changed employment and professional interactions in many ways. What has not changed is the professional expectations when interacting with employers and other professionals.

### Use Mute Function

Using a mute function limits the distractions for all meeting participants. It also demonstrates that you may want to speak up. Do not forget to unmute when speaking!

### Limit Distractions

Sign in to the meeting when you have limited distractions for you and for the meeting participants. Being in a public space can be very noisy in a virtual setting, making it difficult for you and others to hear.

### Turn on Your Camera – and Remember it is On!

Turning on your camera during an interview, a meeting or an appointment is basic professional courtesy. This shows that you have showed up prepared and are engaged in the conversation, listening and ready to participate if needed. According to HR professionals, turning on your camera is similar to eye contact or looking at someone while they are speaking with you. Remember that your camera is on is critical – if you are taking a bite of food, texting or moving about your space, the meeting participants can see this as they would in person. **Present yourself in the same manner as an in-person meeting.**

### Use Good Manners

It is important and generally good manners to show someone that you are actively engaged and listening. Do not try to multitask while attending a virtual meeting. Limiting distractions, raising a virtual 'hand' and making eye contact demonstrates professional virtual manners. Lastly, remember that chat features can be documented and shared.

### Follow the Lead

If the meeting host provides directions for asking questions or participation, such as using chat or raising a virtual 'hand', use these features. If the host asks for questions at the end, follow their guidance.

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