



Virtual process Do's and Don'ts

DO's

- Please use the primary Email ID provided while applying for the process to join any 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
- Ensure continuous communication with the Placement POC for updates. All shortlisted candidates will receive an email confirmation **on their registered email id** with a new unique user link to join the round.

DON'Ts

- Do not forward the received invitation
- Candidates must ensure not to **switch tasks, or toggle screens during the process**. Do not open any background user processes.
- 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 or any Text Editor

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