

PREPARING FOR YOUR VIRTUAL INTERVIEW WITH BOOZ ALLEN HAMILTON

At Booz Allen, we expect our people to dream big, drive hard, and do right. In exchange, we empower them to change the world. Now it's our turn to get to know you in a live video interview. Live video interviews deliver flexible, convenient opportunities to connect to your interview. They can replace or supplement on-site interviews and are conducted using a computer with a webcam.

Ready to tell us how you're going to change the world? Let's begin: Here's how to use video interviewing on your computer.

HELPFUL RESOURCES

- For technical support via chat, select 'Contact Microsoft Support', expand the list of products, select 'Teams', and select 'Get Home Support'.
- Contact your **Recruiting Coordinator** for more information!

1. Open your Booz Allen email calendar invitation and **copy/paste** the 'click here to join the meeting' link on to a **private internet browser**. (A)

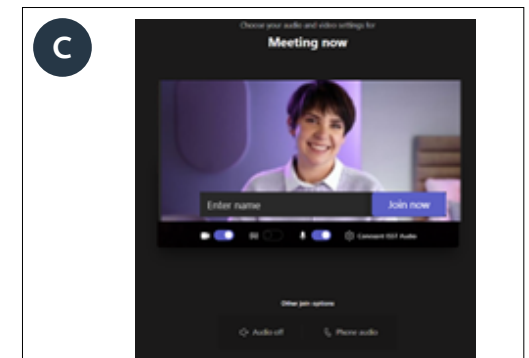
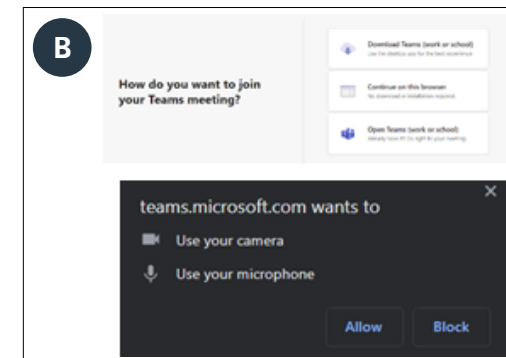
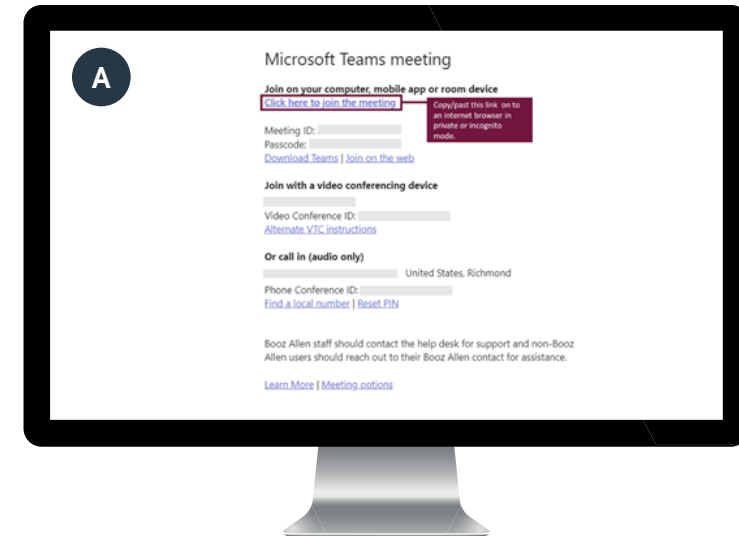
- On the day of your interview, find a quiet location, check your lighting, and test your technology. Our virtual interview platform works on most modern browsers. Learn more browser compatibility. Internet Explorer is not recommended.

2. Once the **How do you want to join your Teams meeting?** page opens, select the 'Continue on this browser' option to join the meeting through your browser. (B)

3. Your browser may prompt you to **grant Microsoft Teams access** to your camera and microphone. Be sure to allow it so you'll be seen and heard in your interview. (C) *Note: The notification to grant video and audio access will vary by internet browser.*

4. Enter your name, select 'Join now', and **you're ready to begin your interview.**

- By default, your microphone and camera are turned on and highlighted in blue, if you granted Microsoft Teams access in step 3.



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If you're on the go, you can dial into your Booz Allen interview from your Apple or Android phone. (Note: There is no video when dialing in, it's preferred to use your desktop.)

We recommend finding a quiet location and calling in a few minutes prior to the start of your interview.

1. Open your Booz Allen email calendar invitation and scroll down to the 'or call in (audio only)' section.

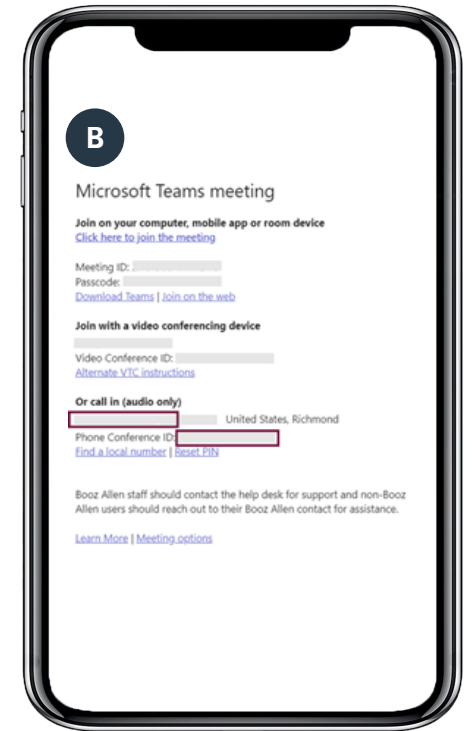
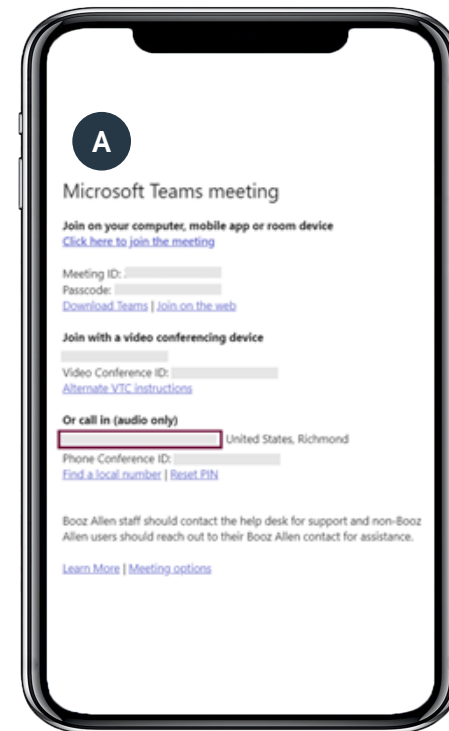
2. From there you have two options to join your meeting by audio:

- Tap the phone number link in the 'or call in (audio only)' section to call in automatically. (A)

or

- Dial the phone number provided in the same section and enter the Phone Conference ID manually when prompted. (B)

3. You're ready to begin your interview.



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