

TESTING AND INTERVIEWING VIRTUALLY

TIPS TO PREPARE FOR YOUR VIRTUAL ASSESSMENT / INTERVIEW AT THE U.S. EMBASSY BOGOTA

U.S. Embassy Bogotá is following recommendations from international and local public health authorities and taking preventive actions to avoid the spread of COVID-19. This involves adopting alternative ways of testing and interviewing virtually to keep social distancing during our recruitment process, ensuring the safety of both employees and candidates.

If you have been invited to an assessment or interview, please follow the recommendations below as they will prepare you for the virtual process.

PRIOR TO THE ASSESSMENT OR INTERVIEW

- You will receive an email from the recruiter with instructions on how the assessment/interview will be conducted.
- Download the Microsoft Teams app (or locate it on the web) and become acquainted with the tool prior to your assessment/interview.
- If feasible, set up a backup device for the day of the test/interview to mitigate technical issues. For assessment purposes, we recommend using a desktop or laptop.
- Set up a quiet place with good internet access where you can focus on your assessment/interview.
- Test your internet connection and the audio/video features of your device (headphones will enhance the experience).
- Carefully review the position description and vacancy prior to the interview.
- Let the recruiter know about any issues, doubts or concerns relating to the assessment or interview process.
- Check your messages, as we will communicate any changes to your assessment/interview via email, phone, or text.



DURING THE ASSESSMENT OR INTERVIEW



- Double check everything is set and ready for the videoconference (battery in your device/s, internet connection, audio/video features, headset, etc.)



- Punctuality is important. Please be ready and join the videoconference five minutes before the scheduled time. The recruiter will be waiting for you.



- Ideally, you would conduct your assessment/interview in a quiet, peaceful space. However, we realize that many candidates are sharing homes with others who are working or studying. We worry about you. Together, we can make it work.

ADDITIONAL INFORMATION

Please feel free to contact the recruiter with any questions you may have. Communication is key for a successful experience.

Only trust in official U.S. Embassy Bogotá sources. If you want to confirm the veracity of any communication received from the recruitment team, please send an email to AskHRBogota@state.gov

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