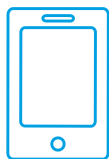


## Being a Virtual Candidate – Zoom Best Practices

*As we continue to utilize Zoom's platform for campus recruiting, we wanted to provide you with helpful tips and tricks on how to be the best virtual candidate you can be!*

### So you're attending a virtual campus recruiting event via Zoom. What comes next?

- Check your capabilities with your phone or laptop to login (i.e. check if your laptop has an active webcam, will you have WiFi at the time of the event, etc.)
- Login 5-10 minutes prior to event time to ensure all tech is up and running
- Attend the event and learn about Morgan Stanley's divisions and culture!



### Using a mobile device?

You may need to download the Zoom application onto your mobile device. The application is **free** to download.

Make sure you have active WiFi and are not in a spotty area at the time of the event to ensure full participation.

Need more help? Visit the [Zoom](#) website for additional tips.

## Helpful Tips

### Set Yourself Up for Success

**Test it Out** – A few minutes before signing into Zoom, test your computer and internet connection to ensure everything is working as expected. Double-check that you have a full battery charge to participate.

**Location, Location, Location** - When attending an online event via Zoom, be aware of your surroundings and distracting sounds that may cause disruption to your attention as well as the presenter. Choose somewhere as quiet as possible.

**Camera Usage** – If you are able to be on camera, remember to make natural, periodic eye contact with the camera. This will simulate eye contact with our representatives, which makes the conversation feel more natural. We recommend stabilizing your device on a steady surface to prevent any shaking while attending the event.

**Signing On** – Our Campus Recruitment team will send you a specific **Zoom link** the day of the event to use to log on. About five minutes before the event, click the link and let Zoom do its thing. The meeting host will admit you into the meeting when we are ready to get started with our presentation.

### Stay Engaged

**Ask Us Anything** - Zoom does **not** have a chat feature at this time. The meeting host will be muting all participants upon entry, but don't be shy! Let us know you have a question by using the "Raise Hand" feature to indicate you have a question to ask our presenters during a live Q&A or, if prompted to, submit your question ahead of time. Also, feel free to follow up with your Recruiter on any additional questions.

**Active Participation** – Though we may not be able to see you or hear you throughout our whole presentation on Zoom, we hope to create as active of an event experience as we would on campus. Asking questions, maintaining eye contact, and simple gestures like head nodding as you would if you were on campus is key.

### The Follow Up

**Check your Email** – Our Recruitment team will be following up with you before and after the event to check in and send you further details on our programs, our divisions, and Morgan Stanley as a whole. Check your email just as regularly as you would, if not more so, before and after Zoom events.

**Set Up a Voicemail** – We may want to connect with you on a more personal level via phone. We understand you have school, work, and other priorities, so to ensure you don't miss our call, set up your voicemail and make sure it isn't full so we can leave you a message with next steps.