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, a tablet, or a mobile device.

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.

1. Open your Booz Allen email and click ‘Join.’
   • Prior to your interview, we encourage you to do a test drive with our virtual interview platform by checking your audio and video settings using this test link.
   • 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. Internet Explorer is not recommended.

2. If this is your first virtual interview with Booz Allen, your system will automatically open a Webex app once you join. Click the installer file to install the app. You also have the option to join through your browser, if you prefer. (A)

3. Enter your name and email address and click ‘Next.’ If prompted, find your meeting password in your interview email invite. Enter and click ‘Next.’

4. You’ll be prompted to choose a preferred audio connection. (B)
   • Use computer for audio (default): Use your computer with a headset or speakers.
   • Call me: Enter a phone number and Webex will call you directly.
   • Call in: If you prefer to use your phone for audio, dial in when the meeting starts and enter your Attendee ID listed in your invite. Choose this option if your Internet connection is slow.

5. By default, your microphone and camera are turned off and highlighted in red. Be sure to click on both ‘Start video’ and ‘Unmute microphone.’

6. Click ‘Join Meeting’ and you’re ready to begin your Interview. (C)
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If you’re on the go, you can join your Booz Allen Virtual Interview from your Apple or Android phone or tablet using a downloadable Webex mobile app.

We recommend logging in a few minutes prior to the start of your interview to do a system check. Find a quiet location, check your lighting, and test your technology. Our virtual interview platform works on all browsers.

1. Open your Booz Allen email and tap ‘Join’ when it’s time to begin your interview. (A)
2. You’ll need to Download and install the Cisco Webex Meetings app for your Booz Allen Interview. If you plan to join your interview by audio only, tap the phone number on your screen.
3. Tap ‘Open’ after the app is installed and accept the Terms of Service and Privacy Statement.
4. Tap ‘Join Meeting’ and enter the meeting number found in your Booz Allen email calendar invitation—and tap ‘Join.’
5. Enter the meeting password found in your email calendar invitation—and tap ‘OK.’

When the Webex Meetings app opens, your video preview lets you see how you’ll look to others before you join the meeting. (B)

6. Change your audio and video settings before joining your meeting. (B)
   • Use computer for audio (default): Use your computer with a headset or speakers.
   • Call me: Enter a phone number and Webex will call you directly.
   • Call in: If you prefer to use your phone for audio, dial in when the meeting starts and enter your Attendee ID listed in your invite. Choose this option if your Internet connection is slow.

7. Tap ‘Join’ and you’re ready to begin your virtual interview. (C)

HELPFUL RESOURCES

• Contact Webex Support or 1-866-229-3239 for any technical support needed.
• Contact your Recruiting Coordinator for more information!