HKIHRM HR Excellence Awards

Notes for Technical Rehearsal and Final Interview

Before the Rehearsal / Interview

- Ensure you have the following equipment ready:

Equipment	Note
✓ Stable internet connection on your laptop / computer	Use of a mobile phone is highly discouraged
✓ Functioning microphone	Ensure it is unmuted
✓ Working webcam	Ensure it is turned on
✓ IT support on standby	Optional but highly recommended

- **Download / Update your Zoom software to the latest version.**
- Choose a quiet, well-lit space for the rehearsal / interview. Ensure there are minimal distractions and a neutral background.
- Click the Zoom meeting link **5 minutes prior** to your assigned rehearsal / interview time.
- Change your Zoom display name to the following format: {Company Name_Your Name}.
- The link(s) provided are **for rehearsal / interview use only** and should not be shared with any third parties.
- Please remain in the virtual waiting room. We will notify you via the "Chat" box on Zoom when your rehearsal / interview is about to commence.
- Upon entering the Interview Room, please remember to click "**Join Audio"** and **"Start Video"** to enable audio visual (Click here for more instructions.)

During the Rehearsal / Interview

- You will see:
  - Our judges displayed on the main screen throughout the entire interview.
  - You own video feed, as the judging panel will view the presenter(s) on their screens during the entire interview.
- You will have the ability to share your presentation materials directly from your end.
- If video(s) will be played during the interview:
  - It is recommended to play source file(s) (e.g. MP4) directly from your computer.
  - Online materials (e.g., YouTube) are discouraged.
  - Be aware there is a possibility that the audio and / or visual of the video(s) may not play smoothly. Interviewees are responsible for this risk.
  - If the video has sound, please remember to select **"Share computer sound**" before sharing the video.
- **The entire interview session is strictly limited to 15 minutes, consisting of 10 minutes for the presentation and 5 minutes for Q&A. If the time limit is exceeded, the session will end without a Q&A. The session will end immediately upon reaching the 15-minute mark, regardless of whether the presentation or Q&A has been completed.**
- No additional time will be granted in the event of technical difficulties during the interview (e.g. video playback or connectivity issues). Presenters are advised to test all materials and equipment in advance to ensure a smooth presentation.
- A timer will be visible during the interview / rehearsal. The session will conclude promptly when the 15 minutes are up.
- Photo taking, as well as audio and / or video recording, will NOT be arranged by HKIHRM. **Interviewees are NOT permitted to take photos, videos, or audio recordings during the interview.**
- During the Q&A session, please stop sharing the presentation deck so that our judges can see you on the main screen. You may refer to and share the presentation deck at any time if needed.
- Once the rehearsal / interview is finished, the Zoom connection will end immediately. Please do NOT attempt to re-enter the Zoom link.

- End -