

## **BEST PRACTICE FOR REMOTE RECORDING (AUDIO ONLY)**

### **SLINKY PRODUCTIONS**

#### **DELIVERY**

- When answering questions, try to contextualise the question within your answer, as the interviewer's voice will not be heard. Avoid scripting your answers, we want to encourage a natural, conversational delivery.
- You may be asked to re-do certain questions if there is a technical error. Don't worry about saying the exact same thing again, just answer the question to the best of your ability, there's no pressure to get everything perfect in one try.
- All interview content will be heavily edited, so feel free to take your time with your answers, re-do phrases or sentences and pause whenever you need to. You can retry an answer whenever you'd like.

#### **NOISE**

- Ensure your device does not move or shake when you move or adjust yourself, as this may affect the audio. Nothing should touch or rub against the microphone during the session.
- If you are using a USB headset, make sure that when you speak, you aren't 'blowing' directly down the microphone, as this will create noise. You may need to adjust the position of your microphone if this is the case.
- Ensure there are no loud noises that are on-going in the background. External conversations, phones, traffic, birds and machinery are all likely sources of noise that should be avoided. Try to find a room that has little-to-no echo.
- Be aware of your surroundings and try to find a room where you are alone and can avoid interruption.

#### **SETUP FOR MICROSOFT TEAMS**

- You will need access to a working laptop/computer and microphone. It is advisable that you test your microphone to ensure it is working. Do not use mobile phones or other handheld devices.
- Most webcams will have a built in microphone. Laptops also usually have microphones built in. You should ensure that your microphone is working ahead of any recording taking place.
- You will need to download the Microsoft Teams desktop app if you don't have it already. It is free and available on both Windows and Mac. We will send you a Teams invite link via email, ahead of the date agreed for the interview. Please test the app with your microphone ahead of the call (you may need to grant the app permission to access the device).

#### **INTERNET CONNECTION**

- You must ensure you have a stable internet connection ahead of the recording taking place. Downloads, uploads, streams or other WiFi calls on the same network will affect your internet speed.
- If possible, connect directly to your router via an ethernet cable (or connect to an ethernet port in your office). If this isn't an option, try to set yourself up as close to the router as possible so your WiFi signal is as strong as it can be.