



### **Video Interview Helpful Instructions**

**Note:** You can submit your personal interview in any way that you prefer, but if you need guidance on an easy way to create your video for free, use the steps listed below.

#### **Materials Needed:**

- Internet connection
- Computer with microphone and video camera
- Interview questions (See finalist application)

#### **Steps**

1. Visit [Zoom.com](https://zoom.us) to download a free version of Zoom.
2. Open the program and select “Join Meeting”. Make sure your video camera and microphone are on.
3. Select record, “Record on this computer”.
4. Respond to the interview questions in under 3 minutes.
5. Save your .zoom recording somewhere you can access it easily (such as your desktop).
6. Drag the file to your submittable finalist application form.
7. If you have any trouble with the recording, please email [scholarships@ibo.org](mailto:scholarships@ibo.org).