



GRIFFITH COLLEGE

HR ZOOM MEETINGS ETIQUETTE POLICY

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1. INTRODUCTION

Zoom is a video conferencing platform that can be used through a computer desktop, laptop or mobile app and allows users to connect online for calls, video conference meetings, webinars and live video chat.

During the Covid-19 crisis, Zoom has seen a surge in popularity, with millions of people using it to stay in touch with others.

Zoom allows users to create and join virtual meeting rooms where they can communicate with each other using video, and audio. Additional features can give participants the ability to share their screen, share files, and use text chat within the meeting group or privately with others in the meeting.

2. PURPOSE

This policy sets out Zoom meetings etiquette and refers to a standard set of behaviours for the College attendees to follow and abide by during business meetings.

Meeting etiquette creates a professional environment with mutual respect among meeting attendees.

Behaviours such as arriving on time, providing your full attention, serving as an active listener, and staying on track are important meeting etiquette rules to follow.

Meeting etiquette is important because it creates a positive and professional work environment. Effective meeting etiquette can improve communication, increase productivity, and improve relationships among your employees.

3. EIGHT ZOOM ETIQUETTE FOR STAFF MEMBERS

3.1 BE ON TIME

All staff members are required to take all Zoom meetings just as seriously as they would an in-person meeting, starting with arriving on time for the meeting. Arriving late sends a clear message to others on the call that you do not value their time, which does not feel good for anyone involved.

If possible, it is recommended to arrive five to fifteen minutes early so that participants have time to chat with the host and co-hosts before the meeting and have extra time to troubleshoot their devices in case anything goes wrong.



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3.2 PAY ATTENTION TO MUTE

Paying attention to mute when in a Zoom meeting is essential for keeping the meeting running smoothly. If staff members are working from home, being on mute can prevent background noise from distracting other people in the meeting. Fortunately, this is an easy tip to follow. Staff members should simply pay attention to their mute function while on the call. If staff members are not talking, they should mute themselves on Zoom. It is also recommended to be familiar with other Zoom controls, such as how to use the chat and the record button. Staff members should do this before hopping on the call so they will not be stuck with troubleshooting during the meeting.

3.3 TEST YOUR DEVICE BEFORE A MEETING TO GET A BETTER EXPERIENCE

Before starting a Zoom call, the staff members should test that their microphone and camera are working correctly.

Staff members should take a few minutes before the call to ensure that Zoom is picking up their audio and they can see themselves clearly. Double-check if the Internet connection is stable. It is always recommended to use video when you can, to make the meeting more engaging for everyone. After all, Zoom meetings are meant to simulate an in-person meeting, and seeing other people's reactions and faces is an important part of this.

3.4 CHECK YOUR BACKGROUND AND ENVIRONMENT

Staff members are required to always display a professional background. Staff members should be in a well-lit and private area, where they will not be interrupted. To blur their Zoom background or use virtual background is also a desirable choice when they do not have the time to find a proper background.

3.5 PLAN AHEAD

Staff members should always come prepared for their Zoom meeting. Before the meeting, go over all your notes for the meeting and double-check that you have everything you need for the call.

It is recommended to check - the following:

- Do I have all relevant files and presentation information?
- Do I have my laptop charger?
- Do I have a pen and paper to take notes?



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- Have I set up any software I need to record and transcribe the meeting?

4. DRESS PROPERLY

Staff members are required to always dress appropriately for your Zoom meeting. Consider the formality and nature of the work meeting.

5. MINIMISE DISTRACTIONS

Before your Zoom meeting, remove as many distractions as possible. This may include:

- Putting away your phone
- Finding a quiet space
- Clearing clutter behind you
- Closing out all emails and irrelevant web pages
- Avoiding social media
- Not multitasking

Generally, multitasking during a meeting is rude to everyone else. Staff members trying to multitask might miss essential information or miss being called on. Both are embarrassing and unprofessional situations that staff members can avoid by giving the call their full attention and minimizing audio or video distractions that other participants may be bothered by.

6. DONT EAT, SMOKE or DRINK

Drinking, eating, or smoking on the Zoom call can be loud, noisy, and unpleasant to watch. Staff members should skip eating or drinking altogether while on your Zoom call, except for drinking water or tea/coffee.



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7. CONCLUSION

All staff members of the College are requested to take the above steps when they are in a Zoom Meeting. Taking these quick, simple steps will make each staff member look more professional and confident.