MANDELA WASHINGTON FELLOWSHIP
FOR YOUNG AFRICAN LEADERS

VidCruiter Guide for Alumni

This guide is intended for Alumni of the Mandela Washington Fellowship who participated in the Fellowship between 2014 and 2021. It provides an overview of VidCruiter, explains how to record a short **two-minute** video in VidCruiter to be considered for future public speaking opportunities, and answers common technical questions.

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About VidCruiter

VidCruiter allows Alumni to record a short, **two-minute** video to be considered for future public speaking opportunities. This video will only be used by the Fellowship Team to recommend Alumni for public speaking opportunities, and will not be shared or posted publicly without your prior consent.

With VidCruiter, responses can be recorded on any device that has a camera and microphone, including mobile devices, and Alumni can complete their recording in segments, providing those with unstable connections or limited bandwidth the flexibility they need. For more information on technical requirements, please see the "Using the VidCruiter Platform" section below.

Using the VidCruiter Platform

If you are interested in recording a video, please review VidCruiter's technical requirements before using the platform.

You will also have access to VidCruiter Support to help resolve any **technical issues** that you encounter while using the platform.

If you need to contact VidCruiter Support while recording your response, click the "Send us a message" button at the bottom of the page to connect with a support specialist.

Additionally, you can email support@vidcruiter.com with any questions. For more information, see the "Support and Troubleshooting" section below.

With VidCruiter, you can record a video response on any device that has a camera and microphone, including:

- Laptop computer
- Desktop computer
- Tablet
- Mobile phone

Although you will not be evaluated on the technical recording and/or video quality of your response, you are encouraged to consider the following when preparing to use the platform:

- Ensure your device has a functional camera and microphone.
- Ensure your internet network connection is stable (see the "Internet Connection" section below).
- Perform an equipment test prior to your recording to mitigate any video or audio quality issues.
- Silence your television, cell phone, and other background noises to eliminate distractions.
- Position lighting in front of you rather than behind you.
- Dress as you would for a public speaking engagement.

VidCruiter Technical Requirements

Camera and Microphone

- If you are using an external webcam and/or microphone, make sure they are connected to your computer and are working properly.
- If possible, use a headset equipped with a microphone for improved sound quality and privacy.
- Close all other apps that use the webcam (for example, Zoom, Skype, Google Hangouts, etc.).
- Authorize VidCruiter to have access to your camera and microphone.

Internet Connection

For your recording to go seamlessly, you will need to have access to a stable internet connection. Here are a few tips to optimize your connection quality:

- If available, plug an ethernet cable directly into your computer.
- Avoid using a public wi-fi network.
- Close out all other apps that use your internet connection (for example, Netflix, WhatsApp, etc.).
- If you are accessing the internet using a personal wi-fi network, make sure you are not far away from your modem, as this can impact the clarity of your submission.

Browser

If you are planning on using a desktop computer to record your recording, we recommend using the latest versions of Google Chrome or Mozilla Firefox.

This platform uses HTML5 technology to record your videos. This technology is currently compatible with the following browser versions:

- Google Chrome: Versions 63+
- Mozilla Firefox: Versions 50+
- Microsoft Edge: Versions 79+

The technology required to complete your recording is not currently compatible with the desktop version of Apple's Safari browser. If you are using a device with Mac OS, please use the latest version of Chrome or Firefox.

If you are planning on using a mobile device to complete your recording, you will need to download the VidResponse mobile app:

iOS: https://apps.apple.com/us/app/vidresponse/id889946215

Android: https://play.google.com/store/apps/details?id=com.vidcruiter

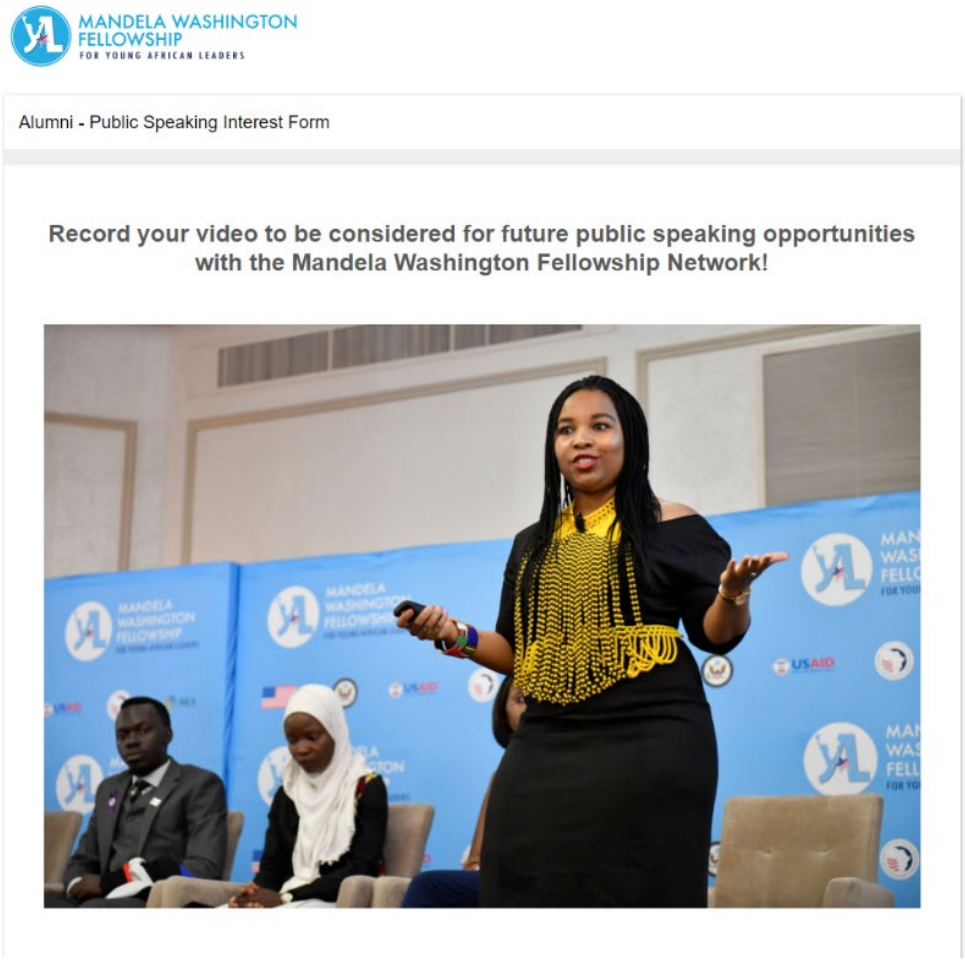
Equipment Test

To ensure your recording runs smoothly, it is recommended that you perform a quick test to make sure your equipment is working properly. To perform a test, visit https://hiringplatform.ca/async-tech-check. This will test your connectivity to VidCruiter's video servers, your connection speed and quality, and your hardware and software setup.

Navigating VidCruiter

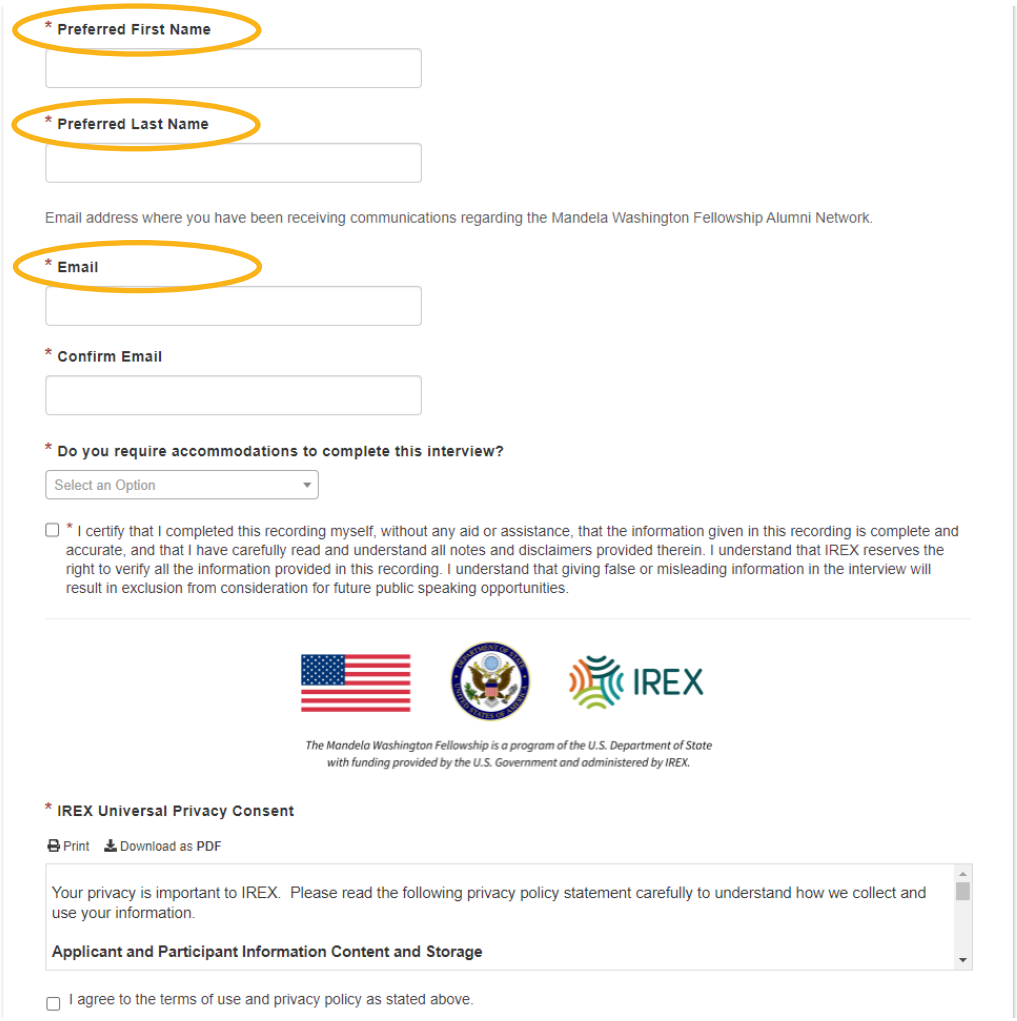
Landing Page

Once you have clicked the link, the **Alumni Public Speaking Interest Form** will open in your browser. For technical requirements, see the "VidCruiter Technical Requirements" section above.



Review the instructions on the landing page carefully. Once you have reviewed this information, complete the fields at the bottom of the page:

- Preferred first name
- Preferred last name
- Email address where you have been receiving communications regarding the Mandela Washington Fellowship Alumni Network.

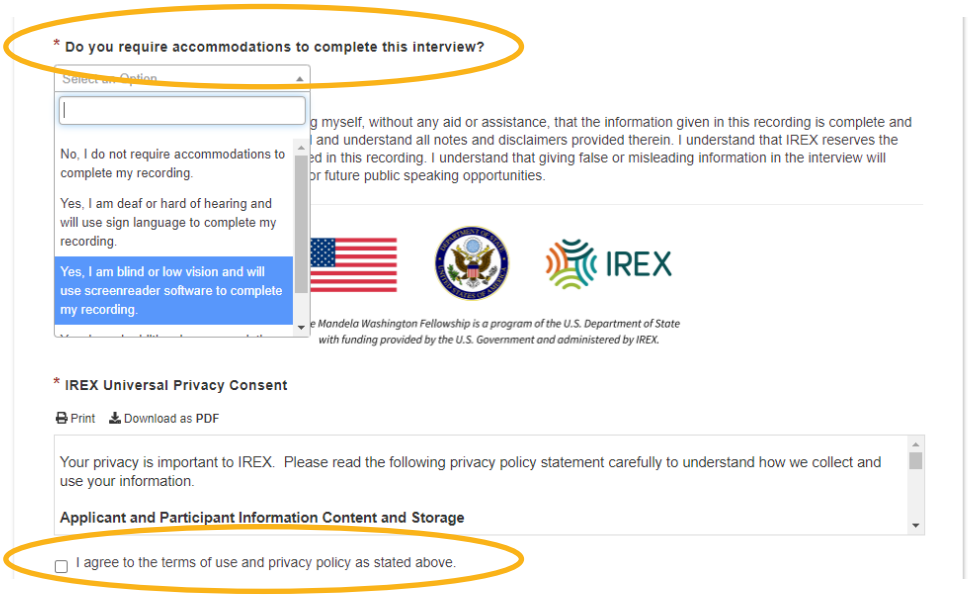


There will be additional options for Alumni who require accommodations to complete their recording.

- If you indicate that you are **deaf or hard of hearing**, you will be given additional time to answer the question. There will also be an accompanying text box that allows you to type/transcribe the answer to the question in addition to signing your response.
- If you indicate that you are **blind or low vision**, you will be given additional time to answer the question to account for screen reader software.
- If you need **additional accommodations**, please select "Yes, I need additional accommodations not listed here," and email MWFAlumni@irex.org.

If you do not need accommodations to complete your recording, select "No, I do not require accommodations to complete my recording."

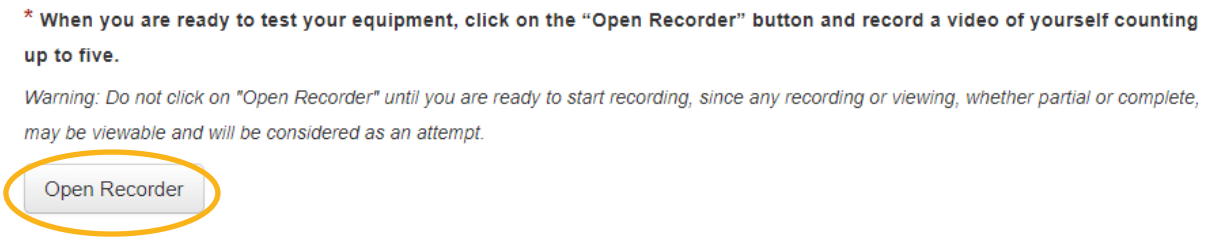
When you are ready to begin, review and accept the certification and privacy policy, then click "Save and Next."



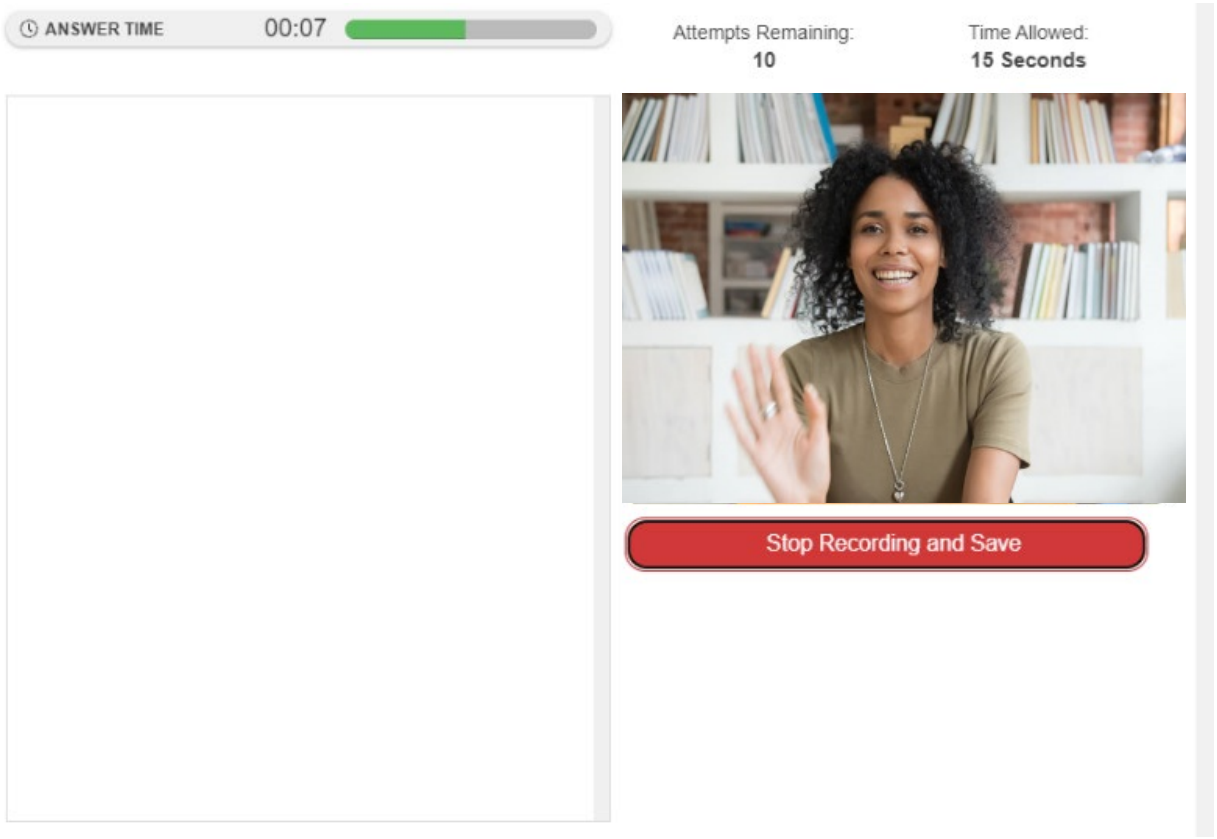
Equipment Test

Prior to recording your response, you will be required to perform a quick test to ensure your equipment is working properly. You will have up to 10 attempts to complete the technology check. This page will provide advice on using a camera and microphone, as well as maintaining a reliable internet connection while completing your recording. For more information, please refer to the "VidCruiter Technical Requirements" section above.

When you are ready to test your equipment, click on the "Open Recorder" button to record a video of yourself counting to five.

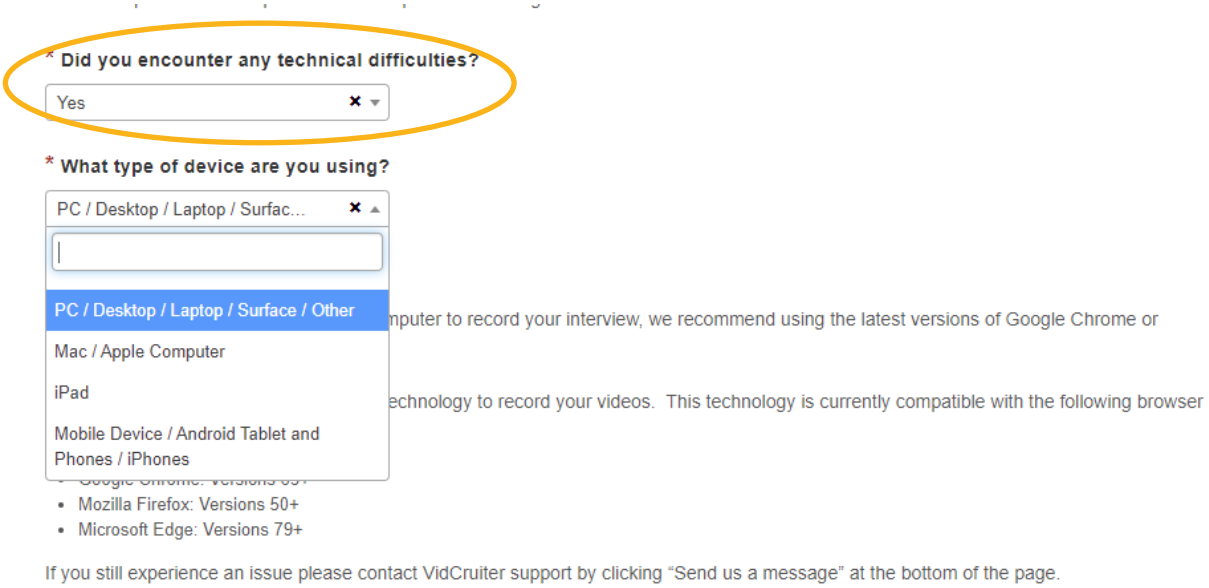


The recording window will open, and you will be able to record a test response to check your audio and video.



Review your video response, ensuring that your audio and video are working. If you would like to re-record your response, click the "Re-Record" button above. Otherwise, click "Next" to proceed to the next page. You will not be able to navigate back to this question after clicking "Next," so make sure the response is complete and to your satisfaction. Note that if you re-record your response, your current response will be replaced with the updated recording.

If you encounter technical difficulties while completing the equipment test, you can select "Yes" when prompted and troubleshooting advice will appear according to the device you are using.



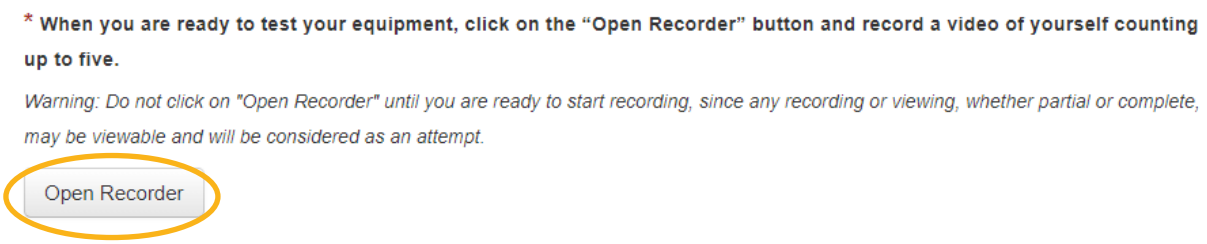
If you are still encountering difficulties after completing the equipment test, click the "Send us a message" button at the bottom of the page to connect with a VidCruiter support specialist. Additionally, you can email support@vidcruiter.com with any questions. For more information, see the "Support and Troubleshooting" section below.

Once you have checked your devices, scroll to the bottom of the page and select the checkbox to proceed with your recording.

Practice Prompt

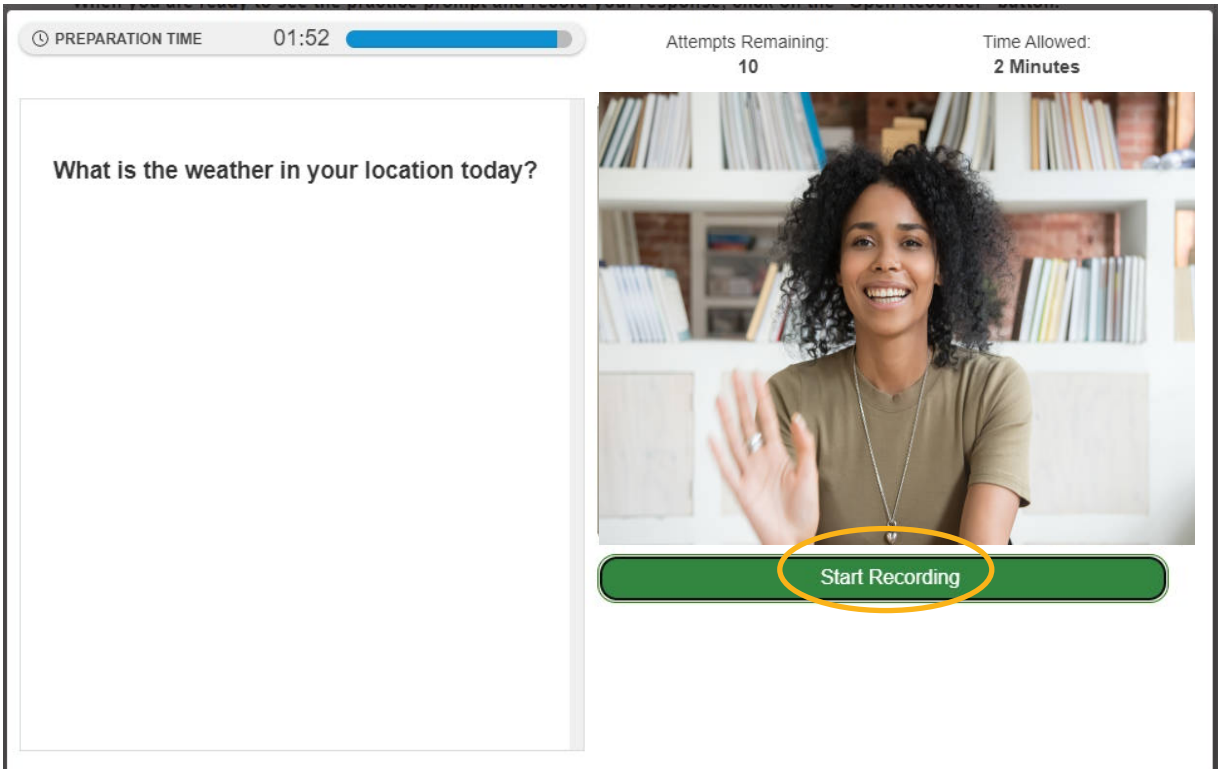
Before you begin your recording, you will be able to answer a practice prompt. You will have two minutes to prepare your response, and will then have up to two minutes to record your response. You will have 10 attempts to answer the practice prompt.

When you are ready to see the practice prompt and record your answer, click on the "Open Recorder" button.

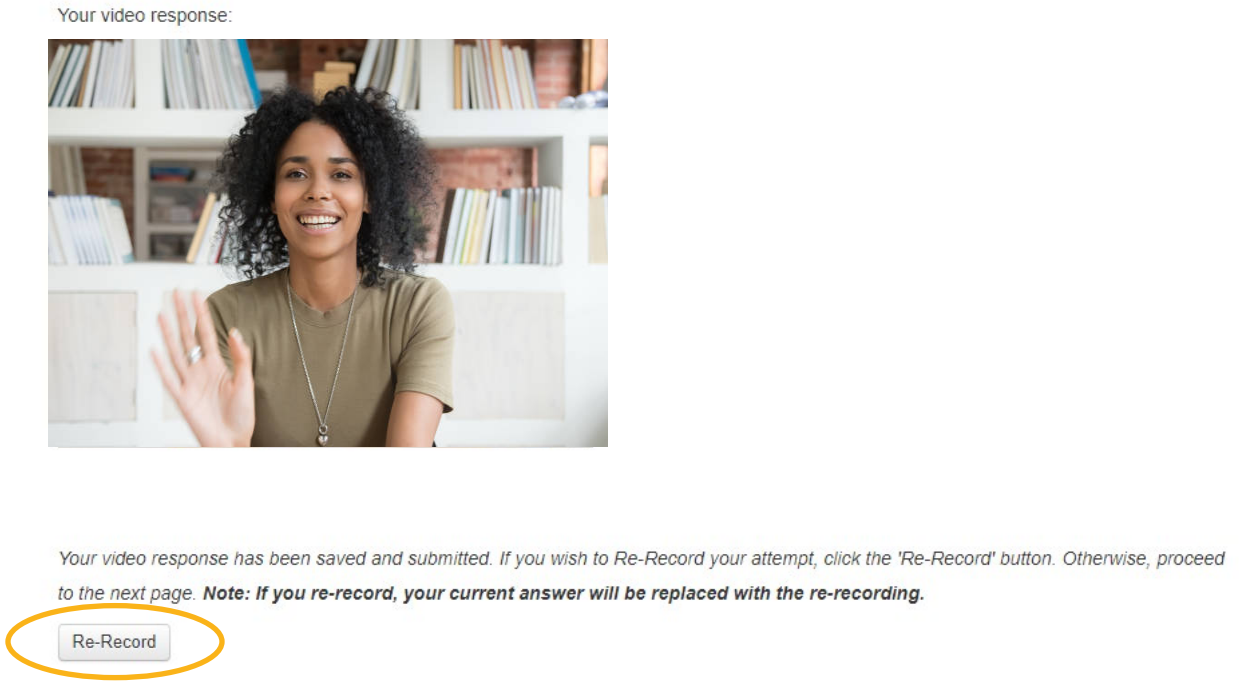


The recording window will open, and you will be able to record your answer to the practice prompt. At the top of the recording window, you will see information such as the preparation time, attempts remaining, and time allowed.

When you are ready to record, select the "Start Recording" button to answer the practice question in large bold text on the left-hand side of the window. As you prepare your response, the countdown clock in blue will move accordingly.



After you have finished recording, please review your video response, ensuring that the audio and video are working. If you would like to re-record your response, you can click the "Re-Record" button, pictured below. You will not be able to navigate back to this question after clicking "Next," so make sure the response is complete and to your satisfaction. Note that if you re-record your response, your current response will be replaced with the updated recording.

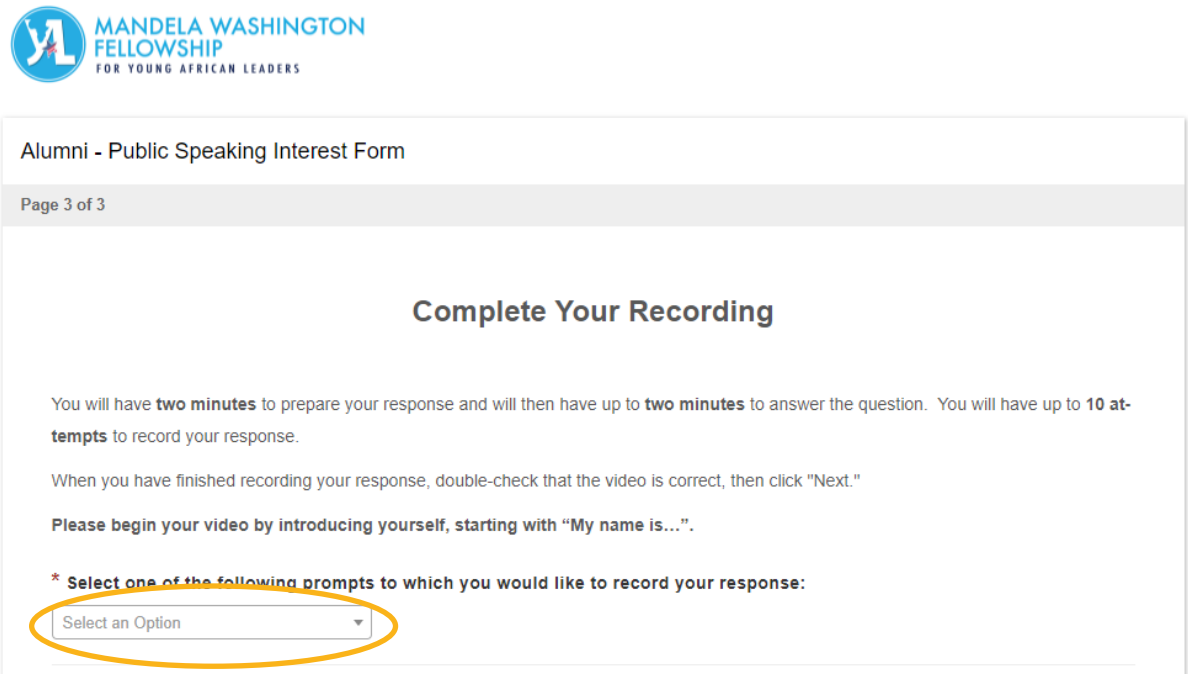


When you have completed the practice prompt, scroll to the bottom of the page and select the checkbox to proceed with your recording, then click "Next" to proceed to the next page.

Alumni Prompt

Once you have completed the equipment test and practice prompt, you will be able to record a short, two-minute video to be considered for future public speaking opportunities with the Mandela Washington Fellowship Network.

To start, select the prompt you wish to respond to from the dropdown list.

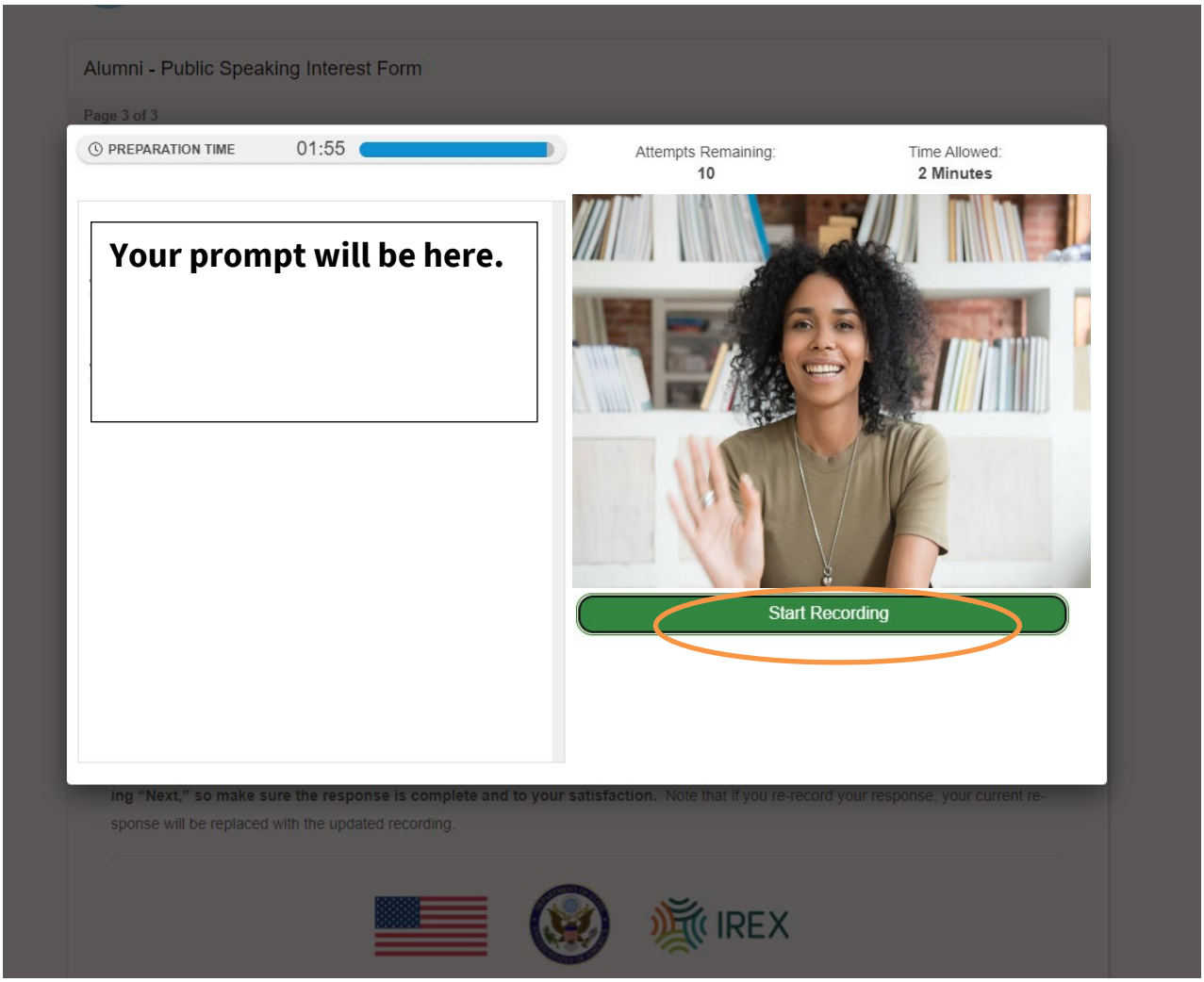


You will have **two minutes** to prepare your response, and will then have up to **two minutes** to answer the question. You will have up to **10 attempts** to record your response.

When you are ready to record your answer, click "Open Recorder" to start your response. **Please begin your video by introducing yourself, starting with "My name is…"**

The recording window will open, and you will be able to record your answer to the prompt. At the top of the recording window, you will see information such as the preparation time, attempts remaining, and time allowed.

When you are ready to record, select the "Start Recording" button to answer the question in large bold text on the left-hand side of the window. As you prepare your answer, the countdown clock in blue will move accordingly.



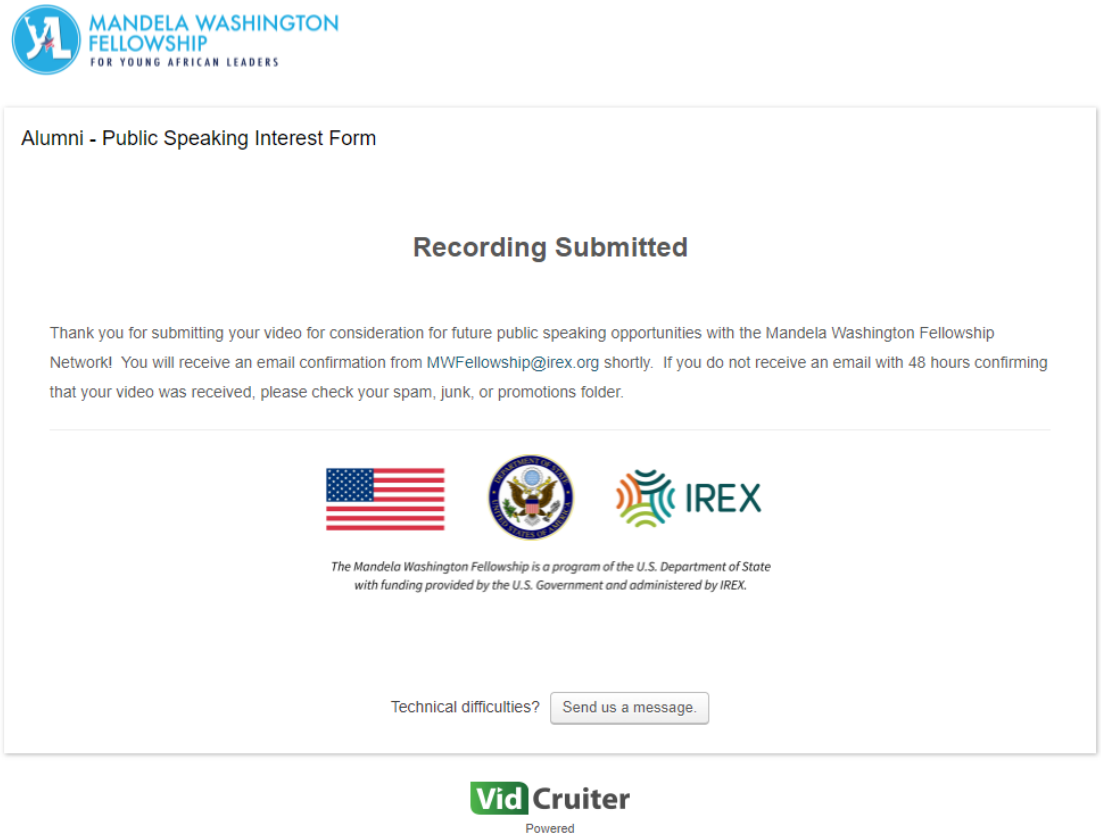
Please review your video response, ensuring that the audio and video are working. If you would like to re-record your response, click the "Re-Record" button. Otherwise, click "Next" to proceed to the next page. **You will not be able to navigate back to this question after clicking "Next," so make sure the response is complete and to your satisfaction.** Note that if you re-record your response, your current response will be replaced with the updated recording.

If you encounter difficulties while completing your recording, click the "Send us a message" button at the bottom of the page to connect with a VidCruiter support specialist. Additionally, you can email support@vidcruiter.com with any questions. For more information, see the "Support and Troubleshooting" section below.

Submit

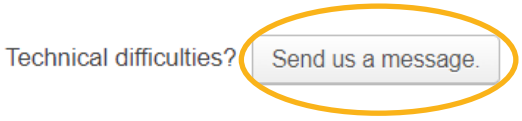
After completing your record, you will finish your recording by clicking the "Complete" button. Your recording will be submitted once you click the "Complete" button, and you will receive an email confirmation from MWFellowship@irex.org shortly after. If you do not receive an email with 48 hours

of submission confirming that your application was received, please check your spam, junk, or promotions folder.



Support and Troubleshooting

You will have access to VidCruiter Support to help resolve any **technical issues** that you encounter while using the platform. If you need to contact VidCruiter Support while completing your **recording**, click the "Send us a message" button at the bottom of the page to connect with a support specialist.



Frequently Asked Questions (FAQs)

Can I re-record my response to a prompt once it has been submitted?
You will not be able to navigate back to a prompt after submitting your recording. Please review your video response before moving forward, ensuring that the audio and video are working, and that the response is complete and to your satisfaction. If you would like to re-record your response, click the "Re-Record" button. Otherwise, click "Next" to proceed to the next page.

Technical Questions

Can I check if my equipment works properly before completing my recording?
Yes! To ensure your recording runs smoothly, you are required to perform a quick test to make sure your equipment is working properly. To perform this test, visit https://hiringplatform.ca/async-tech-check. This will test your connectivity to VidCruiter's video servers, your connection speed and quality, and your hardware and software setup.

Can I use any device for the recording?
You can use a laptop, desktop computer, tablet, or mobile phone. The device must have a built-in, functional camera and microphone. Please note – if you are planning on using a mobile device to record your response, you will need to download the VidResponse mobile app.

- **iOS:** https://apps.apple.com/us/app/vidresponse/id889946215
- **Android:** https://play.google.com/store/apps/details?id=com.vidcruiter&hl=en_CA

For an optimal experience, we recommend that you use a desktop computer or a laptop, if you have access to this type of device.

Do I need to download third-party software?
This depends on the type of device you are using. If you are using a desktop computer, you will be able to complete your recording without downloading any additional third-party software. If you are using a mobile device, you will need to download the free VidResponse mobile app.

- **iOS:** https://apps.apple.com/us/app/vidresponse/id889946215
- **Android:** https://play.google.com/store/apps/details?id=com.vidcruiter&hl=en_CA

How do I know if my videos were successfully uploaded?
The platform automatically uploads all recorded videos. Once the recording is done, you will receive a message telling you that your video was successfully uploaded. If the platform was unable to upload your video, an error message will display on-screen at the end of the recording. If you are facing technical difficulties, please refer to the "Support and Troubleshooting" section above for more information.

What is the ideal internet bandwidth for recording my response?
You must have access to an internet connection of at least 450 KB/second.

Can I record my response using a wi-fi connection?
Yes, but please make sure your wi-fi connection is stable and reduce the number of devices connected to it, if possible, to improve the strength of the connection. You can use the following link to test your connection: https://hiringplatform.ca/async-tech-check

Keep in mind that a wired connection (e.g., through an ethernet cable) generally offers better connectivity. Also, the closer you are to the modem, the better your internet connection will be.

What happens if a failure or bad internet connection causes a technical issue during a recording?
If a failure or bad internet connection causes a technical issue during a recording, click the "Send us a message" button at the bottom of the page to connect with a VidCruiter support specialist. Additionally, you can email support@vidcruiter.com with any questions. For more information, see the "Support and Troubleshooting" section above.

I am having technical difficulties. Who should I contact?
If you are having technical difficulties, first try to complete your recording using a different browser. If the issue persists, click the "Send us a message" button at the bottom of the page to connect with a VidCruiter support specialist. Additionally, you can email support@vidcruiter.com with any questions. For more information, see the "Support and Troubleshooting" section above.