

Virtual Interview Checklist

Before the Interview

I have tested the technology

- Check internet connection:
 - You should have 2 megabytes per second for your download and upload
 - Move close to your router
 - Ask family members to turn off the Wi-Fi for the duration of your interview
- Use latest version of applications
- Plug in your device, so your computer will not turn off in the middle of the interview

I have prepared the computer for screen sharing

- Clean off your desktop
- Choose a professional background
- Ensure all other tabs are closed

I have checked my surroundings

- Noise
- Lighting
- Music
- Kids/family members/pets
- Professional background

I have dressed for success!

- Dress appropriately for the job
- Avoid wearing pajama pants
- Avoid bright and flashy colors
- Avoid stripes, patterns, and prints

I have prepared and practiced for the interview

- Record yourself on a cellphone
- Practice in front of a mirror
- Ask for feedback
- Read the instructions carefully

During the Interview

I have checked for the perfect video frame

- Not too zoomed in or out
- Device on a stable platform (do not move around with device in hand)
- Face and shoulders (frame video like a passport size photograph)

I am aware of body language

- Make eye contact
- Start off with a “digital handshake”
- Smile and look interested
- Hand gestures
- Makeup
- Sit upright and maintain a good posture
- Exude confidence and professionalism

I know how to operate the microphone and camera and understand the proper etiquette

- Log in one minute BEFORE the start time
- Turn off microphone during a lecture/information sharing
- Keep camera on at the start of the meeting
- No interruptions
- Use hand raise feature
- Use chat feature
- Wait for speaker to finish before speaking
- Be punctual during designated breaks
- Stay for entire course of the meeting

After the Interview

Remember

- Say thank you
- Ask about next steps (e.g., expected date employer will decide, whether you can call if you do not hear from the employer)

Troubleshooting

Remember

- Do not panic / expect the unexpected
- Explain any long pauses
- Signal when your answers are complete

