

# Virtual Interview Checklist

## A WEEK BEFORE

- Research the organisation
- Study the job description
- Review your CV
- Practice the most common questions
- Prepare your own questions

## DAY BEFORE THE INTERVIEW

- Find a quiet, private room (ideally with natural light)
- Identify the communication device you'll use (phone/laptop/tablet)
- Download or update and test software if necessary
- Use a professional email and screen name when you create a profile

## DAY OF THE INTERVIEW

- Wear the same attire you would for an in-person interview
- Make sure communication devices are charged before interviewing
- Print a hard copy of your resume to reference if needed
- Find a pen and paper to take notes during the interview
- Fill up a water bottle to keep nearby
- Move any pets to another room
- Position lamp or window diagonal to where you'll sit to make your face easy to see
- Select a plain wall for your background
- Arrange the camera so it's at eye level and hands-free
- Test your camera video and audio functionality
- Turn your phone on silent and turn off laptop notifications
- Ensure that your backdrop is suitable (removing any distractions)

## DURING THE INTERVIEW

- Don't eat, chew gum, or sip your water excessively
- Say "pardon me," mute your microphone, and turn away from the camera if you need to cough or sneeze
- Be expressive with your face and voice
- Look into the camera, not at the screen
- Remain calm if there are any technology issues
- Remember not to touch your face or swivel your chair when nervous