



# VIRTUAL JOB INTERVIEW CHECKLIST

We've put together a checklist to help you look and do your best at your virtual job interview and get hired.

## TECH

- Use a laptop or desktop computer as they will create the most stable image.
- Download the software for the online platform in advance on this device.
- Check your internet connection to make sure it's stable.
- Make sure you set up a hotspot as a backup internet connection.
- Turn off notifications on your device.

## LOCATION

- Pick a spot in your house that is quiet and free from distractions.
- Ensure that the room also has good natural lighting or an electric light.
- If using an electric light, have it facing you and behind your webcam or camera.
- If sitting in front of a window during the daytime, close the blinds to prevent heavy backlighting.
- Find a location which is clutter free and has a neutral background
- Keep a minimum of three feet between the back of your head and the wall behind you

## TEST AND PRACTICE

- Test audio and video to make sure they both work on your device
- Wear headphones to cut off external noise that you have no control of.
- Make sure the camera on your device is at eye level
- Put a sticky note with an arrow or with the words “look here” next to the camera
- Do a practice virtual interview with a friend or family member to familiarize yourself with the technology
- Record the interview so you can review how you look and sound online.

## DRESS

- Check out the company’s Instagram or LinkedIn to get a sense of its culture and dress one step above it.
- Wear solid colors and avoid clothes with stripes or designs
- Apply makeup a little more heavily,, partly to reduce the shine from the lights.
- Also, avoid wearing distracting jewelry.

## INTERVIEW PREP

- Learn as much as you can about the company ahead of time.
- Review the job role and description
- Research the company culture
- Print out a copy of your resume, so that you don’t forget key talking points.
- Prepare relevant examples of your achievements and experience.
- Practice answers to common interview questions.
- Prepare to discuss your salary expectations.
- Put together a list of relevant questions to ask the interviewer.

