THE

Video Interview Checklist

Video Interview Checklist

1 - Interview Details

- ☐ Interview Date/ Time/ Timezone: _____

- ☐ Interviewer's Details:

  Name/ Title/ Role: _____

  Location of interviewer: _____

2 – Dial in Details

- ☐ Video conferencing/ Instant Messaging platform:

  [Cisco WebEx | Google Hangout | GoToMeeting| HighFive | Lifesize | Skype | Zoom]

  [Apple FaceTime | LINE | Telegram | Viber | WeChat | WhatsApp] [Others]

  _____

- ☐ Meeting ID: _____

- ☐ Mobile App Available? [Y/N]

- ☐ Emergency Contact: _____

3. The Setting

- ☐ Dresscode
- ☐ Clear/ Clean background?
- ☐ Lighting
- ☐ Surrounding noise
- ☐ Holder/ Stand for mobile device?
- ☐ Camera at eye level?
- ☐ Earphone/ Handsfree soundcheck?
- ☐ Internet connection
- ☐ DND for incoming calls
- ☐ Position of notes and writing pad
- ☐ Learn/ read up on instructions on how to use the App/ platform (ie. Navigation/ Screen Sharing etc)

4. During the interview

- ☐ Check stability of connection with the interviewer
- ☐ Confirm callback arrangement in case of a line drop
- ☐ Verify that you're talking to the "right" interviewer
- ☐ Introduce yourself
- ☐ Mute yourself when you're not speaking if you're in a noisy/ windy environment
- ☐ Look into the camera
- ☐ Focus and don't get distracted