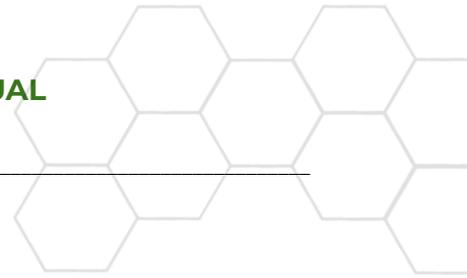




PEOPLE HIVE
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

INTERVIEW PREPARATION CHECKLIST – VIRTUAL



TECHNOLOGY TESTED IN ADVANCE

Test internet connection, camera, microphone, and platform access, as technical issues disrupt interviews; good practice is testing at least one day before.

PROFESSIONAL ENVIRONMENT SET UP

Ensure a quiet, well-lit space free from distractions, as background noise affects communication; good practice is using neutral backgrounds.

CAMERA POSITION AND APPEARANCE CHECKED

Position the camera at eye level and dress professionally, as virtual presence still forms first impressions; good practice is treating virtual interviews like in-person ones.

CV AND NOTES ACCESSIBLE

Keep your CV and key notes nearby, as memory lapses affect confidence; good practice is having bullet points, not scripts.

EYE CONTACT AND BODY LANGUAGE PRACTICED

Maintain eye contact and positive body language, as disengagement is easily noticed online; good practice is looking at the camera when speaking.

BACK-UP PLAN READY

Have a backup device or contact method, as disruptions may occur; good practice is informing the interviewer immediately if issues arise.

-END-

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Users are responsible for adapting this template to their jurisdiction and organizational requirements.

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