

Video INTERVIEW Checklist

Set your stage for success. Make sure you don't forget anything important.



VIDEO Interview Checklist

LAST-MINUTE CHECKLIST 30 minutes prior

- ROOM: Quiet, CLEAN, uncluttered
- REMOVE ALL DISTRACTIONS for you AND for them! Kids, people, pets, loud noises, cell phone, open windows, alarms, posters & piles. Distractions = Hard for the interviewer to concentrate on you, and it will create unfair bias against you!
- CLOSE DOWN ALL OTHER APPS. ON YOUR COMPUTER.
- TURN OFF ALL YOUR DEVICES (Phone, etc.)
- TURN ON CAMERA & CHECK LIGHTING
- CHECK YOUR BACKGROUND AGAIN! What's behind you?
- TAPE UP CHEAT SHEETS on the wall in front of you
- SPREAD OUT your notes (resume, questions, notes)
- PUT YOUR PETS & KIDS AWAY

TO CALM YOUR NERVES:

- Do something to boost your confidence & calm my nerves!

Psssssstttt! Remember to Talk TO THE CAMERA (not the person on your screen)! This will feel like eye contact to them!