

Virtual Job Interview Checklist

Before the Interview



Preparation

- Research the company, its mission, products/services, and key competitors.
- Review the job description and match your skills and experience to the requirements.
- Prepare answers to typical interview questions. Use specific examples.
- Do a mock interview. Focus on body language and tone of voice.
- Prepare questions for the interviewer about the role and company and its future plans.

Technical Setup

- Test your computer, camera, and microphone to check they work properly.
- Install any necessary apps, and use their features (e.g., screen sharing, mute functions).
- Choose a quiet, well-lit location with a professional background. Avoid busy or distracting elements.
- Ensure you have a stable internet connection, preferably wired.

Logistics

- Confirm the interview date, time, and platform (Zoom, Meet, etc.).
- Set a reminder to log in 10 minutes before the interview to check the mic and video.
- Keep the interviewer's email handy in case you encounter technical difficulties.

Appearance

- Choose an outfit that is suitable for the company's culture. Better to be overdressed than underdressed!
- Ensure your appearance is tidy and professional (from the waist up at least).

During the Interview



Login and Setup

- Log in 5-10 minutes early to ensure everything is working.
- Close unnecessary apps to minimize distractions.
- Greet the interviewer with a warm smile and clear audio check ("Can you hear me well?").

Conversation

- Maintain eye contact by looking at the camera. Put the video of your interviewer by your camera (e.g. top middle on a Mac).
- Listen carefully and pause to formulate thoughtful responses.
- Communicate clearly and concisely.
- Show engagement by nodding and reacting visibly to the interviewer's comments.
- Manage screen sharing effectively during presentations.

Closing

- Express gratitude for the opportunity and confirm interest in the role.
- Ask about the next steps and timeline.

After the Interview



Follow-Up

- Send a thank-you email reiterating key points and appreciation.
- Contact the hiring manager if a response is delayed beyond expected.

Reflection

- Evaluate your interview performance and identify areas for improvement.
- Document learnings about the role and company for future reference.

