



Video interview preparation checklist

#1 Technology

- Set up your equipment in time
- Test your platform, connection&speed
- Adjust the camera and the lighting
- Check the sound equipment

#4 Communication

- Engage your audience with words, tone of voice, and body language
- Remember to pause
- Focus, smile, and nod

#2 Environment

- Choose a quiet, clean, and clutter-free space
- Avoid distractions
- Turn off applications and alerts

#5 Preparation

- Read about the company and the role
- Have your answers and questions ready
- Print the resume and the job description
- Log in 10 minutes early

#3 Dress code

- Dress for the occasion
- Pick neutral colors
- Shave and brush your hair
- Scan the company dress code

#6 Wrap-up

- Express appreciation
- Send a follow-up email