



VIRTUAL INTERVIEW CHECKLIST

CANDIDATES - KIMMEL & ASSOCIATES



CAMERA

- TEST YOUR CAMERA AND AUDIO FUNCTIONALITY
- ARRANGE THE CAMERA SO IT'S AT EYE LEVEL
- LOOK AT THE CAMERA (NOT AT THE SCREEN)
- MAKE SURE VISUAL/AUDIO IS CLEAR



LIGHTING

- MAKE SURE YOU ARE NOT BACKLIT
- NO BRIGHT LIGHTS BEHIND YOU
- ENSURE YOUR FACE IS CLEARLY VISIBLE
- YOUR FACE SHOULD BE AS BRIGHT AS THE BACKGROUND, NOT IN A SHADOW



WHAT TO WEAR

- WEAR A PLAIN SOLID COLOR TOP - MEDIUM COLOR TONE
- AVOID BRIGHT COLORS
- NO SOLID WHITE OR GREEN
- NO FABRIC WITH PATTERNS



BACKGROUND

- BACKGROUND SHOULD BE PROFESSIONAL, CLEAN, AND ORGANIZED
- AVOID HAVING DISTRACTING ITEMS IN YOUR BACKGROUND
- USE A VIRTUAL BACKGROUND IF NEEDED
- USE A GREEN SCREEN IF AVAILABLE
- DON'T USE A VIRTUAL BACKGROUND IF YOU MOVE AROUND A LOT

KIMMEL & ASSOCIATES

PRACTICE



PRACTICE BEFORE THE MEETING

ASK THESE QUESTIONS:

- CAN YOU SEE MY FACE CLEARLY?
- AM I SITTING TOO CLOSE OR TOO FAR AWAY FROM THE CAMERA?
- HOW DOES MY BACKGROUND LOOK?



PRACTICE SCREEN SHARE AND PRESENTING DIGITAL MATERIALS(SLIDE DECK)

A FEW MORE TIPS



MOVE PETS TO ANOTHER ROOM



DON'T EAT OR CHEW GUM DURING MEETING



TURN OFF COMPUTER NOTIFICATIONS



USE A PROFESSIONAL EMAIL AND SCREEN NAME FOR YOUR PROFILE



TURN OFF VPN/OTHER PROGRAMS



DON'T WAIT UNTIL THE MEETING TIME TO LOG IN



USE YOUR LAPTOP OR DESKTOP COMPUTER TO MAKE THE CALL



MAKE CONFERENCE APPLICATION AS SMALL AS POSSIBLE AND POSITION IT ADJACENT TO YOUR COMPUTER'S CAMERA

ADD YOUR OWN TIPS

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