



VIRTUAL INTERVIEW CHECKLIST

EMPLOYERS - KIMMEL & ASSOCIATES



MEETING PREPARATION

- SCHEDULE INTERVIEW AT AN OPTIMAL TIME
 - UNINTERRUPTED
 - NO DISTRACTIONS
- BE PREPARED TO MARKET YOUR COMPANY
 - JOB SPECIFICATION
 - CULTURE
 - BENEFITS
 - COVID WORKING ENVIRONMENT
 - FUTURE PLANS



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



BACKGROUND

- AVOID A DISTRACTING BACKGROUND
- USE A VIRTUAL BACKGROUND IF NEEDED
- USE A GREEN SCREEN IF AVAILABLE
- DON'T USE A VIRTUAL BACKGROUND IF YOU MUST MOVE AROUND A LOT DURING THE MEETING



A FEW MORE TIPS

- TURN OFF COMPUTER NOTIFICATIONS
- TURN OFF VPN/OTHER PROGRAMS
- DON'T WAIT UNTIL THE MEETING START 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
- PRACTICE SCREEN SHARE AND PRESENTING DIGITAL MATERIALS(SLIDE DECK)
- CONSIDER HAVING A QUICK FOLLOW-UP CALL IN CASE TECHNICAL DIFFICULTIES OCCUR
- VIRTUAL MEETINGS ARE A BRAND-NEW SKILL SET TO MANY PEOPLE, SO PATIENCE SHOULD BE EXTENDED

ADD YOUR OWN TIPS

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