

video interview checklist for job seekers.

No matter how experienced you are, the interview process is always daunting. Video interviews are an increasingly common part of the hiring process these days, as more companies are using HR technology tools to be more efficient.

This is a list of items that you need to check and act on before, during and after the video interview.



before the interview

- research on your interviewer and the company
- update your profile photo and status
- prepare print and digital copies of CV and portfolio
- standby a cheat sheet on your achievements
- prepare answers for anticipated questions
- check if your laptop is fully charged
- check if your speakers, microphone and Wi-Fi are working
- adjust camera angle to eye level
- ensure that your room is quiet, tidy and has good lighting
- switch off your mobile phone
- dress to impress

during the interview

- maintain good eye contact
- smile and build rapport
- be mindful of your body language
- speak slowly and clearly
- illustrate your responses with real-life examples
- pause to allow the interviewer to finish their sentences or questions
- ask relevant questions about the job, team and company
- pick up cues to ascertain job, company and boss fit

after the interview

- thank the interviewer for his or her time
- follow up with an email to recap interview and reiterate interest