



VIDEO INTERVIEW

CHECKLIST

Watch this short video [How To Best Prepare For A Video Interview](#) and use the checklist below to make sure you are ready to impress!

YOU WILL NEED

- A quiet room free of noise and distraction
- A fully charged phone
- A fully charge laptop/computer
- Notepad and pen

ENSURE THAT

- Camera is positioned at eye level (not looking up your nose)
- There is light shining on your face, but not shining behind you
- Camera and audio has been tested
- You are professionally dressed and groomed
- Any pre-assessments have been completed

HAVE WITH YOU

- Printed copy of resume & cover letter
- Printed copy of elevator pitch
- 5-6 prepared questions, written down
- Printed copy of the advertisement or position description

POST INTERVIEW

- Email the interview to thank them for their time
- Follow through on any commitments made within 24 hours