

Virtual Interview Checklist

Technical and professional setup for live video interviews

Use this checklist to reduce avoidable interruptions and help you communicate clearly. Follow the employer's or institution's platform instructions. If the interview is recorded rather than live, also confirm preparation time, answer limits, and whether retakes are permitted.

One or two days before

- ☐ Confirm the date, time zone, platform, expected duration, and contact person.
- ☐ Check whether you need an account, application update, presentation, or assessment.
- ☐ Test camera, microphone, speakers, and the meeting platform on the device you will use.
- ☐ Check your internet connection in the actual interview location.
- ☐ Plan a backup device or connection if available and keep a contact number or email.
- ☐ Request any adjustment you need early enough for the organiser to respond.

Your professional setup

- ☐ Choose a quiet location and tell others when you need privacy.
- ☐ Place the camera near eye level and frame your head and shoulders.
- ☐ Place light in front of you and check the background on camera.
- ☐ Check that your displayed name is clear and professional.
- ☐ Dress appropriately and test how your clothing appears on screen.
- ☐ Keep your CV, application, role description, and brief notes within reach.
- ☐ Clear unrelated windows and private material before any screen sharing.

About 15 minutes before

- ☐ Connect power and check battery level.
- ☐ Close unnecessary applications and silence notifications.
- ☐ Check audio and camera again; select the correct microphone.
- ☐ Have water, a pen, and the invitation link nearby.
- ☐ Join at the instructed time; otherwise, be ready a few minutes early.

During the interview, and if something fails

Communicate clearly

- Speak at a steady pace and allow for a short connection delay. Avoid interrupting.
- Look naturally between the screen and camera. Do not strain to maintain constant camera contact.
- Use short notes as prompts. Avoid reading prepared answers word for word.
- Tell the interviewer if you cannot hear or understand the question.

A simple recovery plan

If audio fails, explain briefly in the chat if available and check the selected microphone or speaker. If the connection drops, try to rejoin. If you cannot reconnect promptly, use the agreed contact method. A brief factual message is enough: “My connection has dropped. I am trying to rejoin now. Please let me know if you would prefer to continue by phone or reschedule.”

If interrupted, acknowledge it briefly, address it where possible, and return to the question. If an assessment or recorded response fails, contact the organiser rather than assuming you can restart or submit again.

Your setup record

Interview time and time zone

Platform and joining instructions

Contact person and contact method

Backup connection or device

Documents or presentation required

After the interview

- Confirm the next steps and expected response timeline.
- Close the meeting and stop screen sharing before opening other material.
- Record any technical improvements needed for your next interview.

Prepared as a companion to the Employment Interview Guide, drawing on Interview Skills Workbook and New Interview Skills Workshop by Matthew Laubengayer, Al Qasimi Foundation. Examples and practise questions are illustrative; follow the instructions and criteria of the relevant organisation.