



Briefcase
Coach

CHECKLIST FOR PREPARING FOR A VIRTUAL INTERVIEW

*Interview Resource
for Higher-Level Professionals*

VIRTUAL INTERVIEW PREP CHECKLIST

For Higher-Level Professionals

This checklist will ensure you ace your virtual interview and leave a lasting positive impression.

TECHNOLOGY & ENVIRONMENT:

- ☐ Test your tech: Do a trial run with your chosen platform (Zoom, Teams, etc.) to check your camera, microphone, and internet connection.
- ☐ Charge up: Ensure your laptop or tablet is fully charged or plugged in.
- ☐ Optimize lighting: Position yourself facing a window or use a lamp to provide good lighting on your face. Avoid backlighting.
- ☐ Choose a quiet space: Minimize distractions by finding a quiet room with a neutral background. Inform your household to avoid interruptions.
- ☐ Close unnecessary programs: Shut down any applications or browser tabs you won't need to prevent slowdowns or distractions.
- ☐ Prepare a backup plan: Have a phone number ready in case of technical difficulties.

PROFESSIONAL PRESENTATION:

- ☐ Dress the part: Dress professionally from head to toe, just as you would for an in-person interview.
- ☐ Maintain good posture: Sit up straight and maintain eye contact with the camera.
- ☐ Minimize movement: Avoid fidgeting or excessive hand gestures that can be distracting on camera.
- ☐ Prepare your "set": Clear any clutter from the visible area behind you. A clean, professional background is essential.

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CONTENT & PREPARATION:

- ☐ Research the company: Thoroughly research the company, its mission, values, and recent initiatives.
- ☐ Know the role: Understand the job description and responsibilities inside and out.
- ☐ Prepare your CAR stories: Develop compelling stories that showcase your skills and accomplishments using the CAR (Challenge-Action-Result) method.
- ☐ Practice your answers: Rehearse answers to common interview questions, including "Tell me about yourself" and "Why are you interested in this role?"
- ☐ Prepare thoughtful questions: Have a list of insightful questions to ask the interviewer about the company and the role.
- ☐ Have your resume handy: Keep a copy of your resume nearby for easy reference.

DURING THE INTERVIEW:

- ☐ Be on time: Log in a few minutes early to ensure you're ready to start promptly.
- ☐ Engage actively: Listen attentively, make eye contact, and smile.
- ☐ Speak clearly and concisely: Articulate your thoughts and answers in a clear and confident manner.
- ☐ Show enthusiasm: Express your genuine interest in the company and the role.
- ☐ Follow up: Send a thank-you email within 24 hours to reiterate your interest and appreciation for the interview.