



Phone and Video Interview Checklist

Phone Interviews:

- Use landline if possible
- Check to see that all technology needed is sufficiently charged and working
- Turn off call-waiting
- Clear room of any distractions: pets, kids, turn off television, any other distractions
- Gather all needed materials: company info, resume, questions to ask, note pad and pen, etc.

Video Interviews:

- Be sure to have a clean and neat background
- Have an adequate, but not glaring, light source
- Clear room of any distractions: pets, kids, turn off television, any other distractions
- Gather all needed materials: company info, resume, questions to ask, note pad and pen, etc.
- Check to see that all technology needed is sufficiently charged and working
- If web access is needed, check internet connection
- If using Skype or other video software, log on early
- Check audio and visual settings to ensure they are properly set up
 - Adjust screen ahead of time, and do not fidget with it during the interview