Interview Instructions — Candidate Guide

Purpose

These instructions prepare candidates for a successful virtual interview. Please read carefully and follow each step before your scheduled appointment.

1) Before the Interview (at least 24 hours prior)
- Confirm the interview time and time zone.
- Test your internet connection (upload/download speed) and have a backup (phone hotspot).
- Charge your device to at least 50% or connect to power.
- Find a quiet, well-lit room with a neutral background.
- Dress in business casual; avoid distracting patterns and logos.
- Review the job description and prepare examples that demonstrate required skills.
- Prepare questions for the interviewer about role, team, and next steps.

2) Technical Setup (15–30 minutes prior)
- Use a modern browser (Chrome, Edge, Firefox). Close unused tabs and applications.
- Test audio and video: camera at eye level, microphone working, speakers at comfortable volume.
- If using an external webcam or headset, plug in and verify settings.
- Ensure your display name shows your full name (e.g., "Jane Doe — Product Designer").
- Have your resume, portfolio link, and any supporting documents ready.
- Mute notifications on your computer and phone; put phone on silent.

3) On the Call — Etiquette & Tips
- Join 5 minutes early to confirm connectivity.
- Greet the interviewer, introduce yourself briefly, and thank them for their time.
- Speak clearly, pause before answering, and structure responses using the STAR method (Situation, Task, Action, Result).
- Be concise — aim for 1–2 minute answers for standard questions, 3–4 minutes for case or walkthroughs.
- If you need a moment to think, say so: "That's a great question — may I take 20 seconds to think?"
- Share your screen only when invited and close unrelated tabs/documents beforehand.
- If asked technical questions, explain your thought process — interviewers value reasoning over getting the "right" answer immediately.
- Ask clarifying questions when a prompt is ambiguous.

4) Common Interview Questions to Prepare
- Tell me about yourself and your background.
- Walk me through a project you're proud of. What challenges did you face and how did you solve them?
- Describe a time you disagreed with a teammate. How did you handle it?
- How do you prioritize work under tight deadlines?
- What are your career goals for the next 2–3 years?
- Behavioral/fit and role-specific technical questions — prepare 3 examples each.

5) After the Interview

- Send a brief thank-you email to interviewers within 24 hours reiterating interest and one quick highlight from the conversation.

- If you receive a request to submit additional materials, reply promptly (within 48 hours).
- If you need to reschedule, contact your recruiter as soon as possible with 2–3 alternative times.

6) Accessibility & Accommodations

If you require accommodations for the interview, please notify your recruiter at least 48 hours in advance so arrangements can be made.

7) Contact

If you have technical issues or questions before your interview, contact:
recruitment-support@example.com

Good luck — be yourself and let your experience shine!