Online Job Interview Checklist

CheckLIST

# Before the interview – Prepare

Learn more about the company from its website, social media pages, and press releases. Search online for articles and reviews to read other people have said.

Use the product before maintenance and form an opinion on its strengths and weaknesses.

Create a list of the role's basic system requirements and review frequently asked interview questions. Use the model PREPARATION star technical maintenance to structure your answers.

Ask the recruiter for a list of people you'll meet, learn more about them on LinkedIn, and prepare some of the recruiter-specific questions.

Print a copy of your resume to reference if necessary.

# Before the interview – create a conducive space

Choose a quiet place without overcrowding and distractions.

Use a wired connection or search closer to your router as possible.

Make a test call to check your equipment.

Keep your notes, resumes, a water magnifying glass and stylus, and handy paper.

# During the interview

Turn off your phone and close any computer programs that are not necessary for maintenance.

Connect or call the conference number a few minutes in advance.

Sit down and speak clearly with a positive tone.

At the end, express your interest in the position and ask for the next steps. Don't forget to thank the recruiter for their time.

# After the interview

Send a personalized thank you letter or email to the recruiter.

Review your notes and prepare for what's next.