

Module 3 Remote/Virtual Interview

1. Personal Checklist

- ☐ Check documents required
e.g. Passport or other documents confirming your right to work
- ☐ Provide a contact number in case of any connectivity issues.
- ☐ Download the required software for the assessment such as Zoom, Google Hangouts and Microsoft Teams.
- ☐ Check WiFi connection.
- ☐ Test microphone and webcam.
- ☐ Check charging status of equipment (if relevant)
- ☐ Remember to activate the invitation link 15 minutes early
- ☐ Select and prepare a suitable location for the interview

2. Decide on Appropriate Dress

Pre-Recorded Interviews.

- Study pre-interview information and instructions and clarify with hiring organisation if required
- Use all, or almost all, the time allowed for each question