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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

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