

# VIDEO & PHONE

## INTERVIEW

Implementation Guides





# VIDEO INTERVIEW CHECKLIST

## Tech Check

- ☐ Test your web camera and placement
- ☐ Test your microphone
- ☐ Silence cell phone
- ☐ Check internet connection
- ☐ Close all other programs
- ☐ Conduct a test interview

## Interview Space Check

- ☐ Ensure pets/family are quiet
- ☐ Adjust lighting to shine on face
- ☐ Organize your desk
- ☐ Tidy up your background
- ☐ Glass of water nearby
- ☐ Lock your door
- ☐ Resume, job description and notepad

## Self Check

- ☐ Dress professionally
- ☐ Smile and look into the camera
- ☐ Sit tall and confidently
- ☐ Have fun



# Subpar Setup



## Omega Point Partner's Optimal Setup





# PHONE INTERVIEW CHECKLIST

## Tech Check

- ☐ Check your signal
- ☐ Test your headset (recommended)
- ☐ Silent phone notifications

## Interview Space Check

- ☐ Ensure pets/family are quiet
- ☐ Glass of water nearby
- ☐ Lock your door
- ☐ Resume, job description and notepad

## Self Check

- ☐ Smile and speak into receiver
- ☐ Sit, stand or walk tall and confidently
- ☐ Have fun

