

## 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**

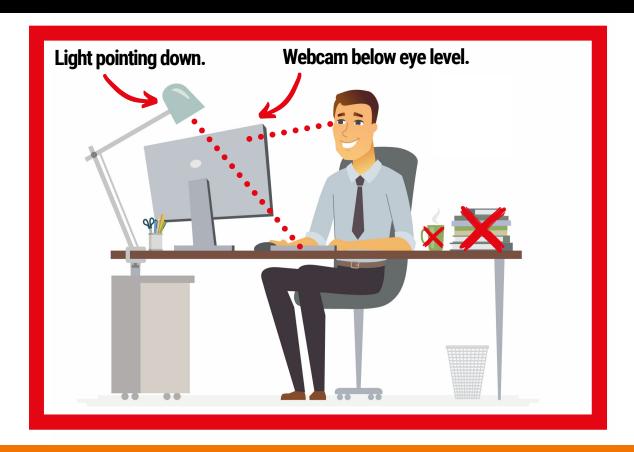
- Ensure pets/family are quiet
- Adjust lighting to shine on face
- Organize your desk
- □ Tidy up your background
- Glass of water nearby
- Lock your door
- Resume, job description and notepad

#### **Self Check**

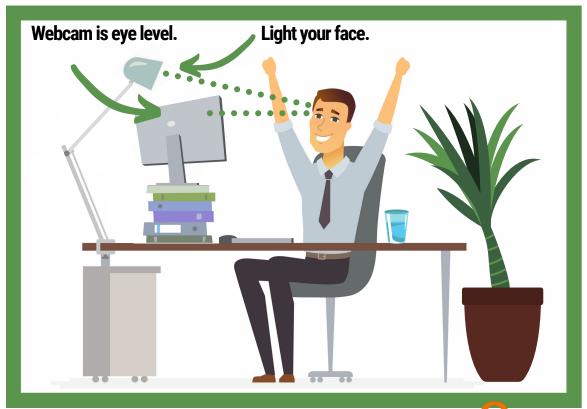
- Dress professionally
- Smile and look into the camera
- □ Sit tall and confidently
- Have fun



## **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

