

Virtual Interviews Checklist

"Success is where preparation and opportunity meet." – Bobby Unser

Virtual interviews are now a standard part of the hiring process across many industries. While they offer flexibility, they also come with unique challenges—especially around creating connection and presenting yourself confidently through a screen. This checklist will help you prepare your space, test your technology, and approach the interview with confidence and professionalism.

BEFORE

Set Up Your Space

- ☐ Choose a quiet space that is clean and tidy where you will not be interrupted
- ☐ Arrange for pet and childcare so that you can focus fully on your interview
- ☐ Students seeking an interview space may [book a library room](#) at Sutherland and Frost campuses
- ☐ Sit facing a light source like a window or light – avoid having the light behind you
- ☐ Remove distractions, turn off notifications and silence your phone

Test Your Technology

- ☐ Use a desktop or laptop computer – avoid using a phone for the interview
- ☐ Download the latest version of the virtual meeting software and try it out in advance
- ☐ Test your internet connection, webcam and microphone to make sure they are working well
- ☐ Close tabs and files that aren't needed during the interview to improve audio and video quality
- ☐ Use headphones or earbuds to minimize background noise

Prepare in Advance

- ☐ [Choose an outfit](#) for your industry that is professional from head-to-toe and makes you feel confident
- ☐ Let household members know when you will be in the interview and ask for no interruptions
- ☐ Research the company ahead of time and prepare notes to keep with you during the interview for reference
- ☐ Print out a copy of your resume and place it near your computer to have handy for key talking points
- ☐ Have your interviewer's phone number and email ready so that you can use them as a backup if technology fails
- ☐ Use sticky notes to post your questions for the interviewer, and other key information near your screen

PRO TIP: Be ready to impress in your next interview! Check out our [Career Services Interview Tips](#) for the best way to answer interview questions or [book an appointment with a Career Educator](#) today for help preparing for your next interview.

DURING

- ☐ On the day of your interview, check your connection, volume and lighting again
- ☐ Log in 5 to 10 minutes early to demonstrate readiness and professionalism
- ☐ Bridge the virtual gap – bring extra energy by smiling and using facial expressions to show your enthusiasm
- ☐ Speak clearly and politely – allow brief pauses before speaking to avoid interrupting
- ☐ Make eye contact by looking into the camera to make a stronger connection with the interviewer

You've done the prep – now trust yourself. Interviews can be nerve-wracking, but your preparation will help you feel more confident and capable. Stay calm, be yourself, and focus on making a genuine connection. And remember: even if the technology isn't perfect, how you adapt and respond matters just as much. Every interview is a learning experience – take notes afterward and celebrate your progress.