

Video Interview Preparation Guide

Technical Setup – Test day before

Video Platform

- Confirm meeting link and platform (Zoom, Teams, Webex, etc.)
- Download and update necessary software.
- Test login credentials.
- Practice using platform features.
- Know how to share screen if needed.

Equipment Check

- Test webcam functionality.
- Check microphone audio quality and verify speaker/headphone output.
- Have backup earbuds ready.
- Ensure stable internet connection.
- Charge laptop and devices fully.

Video Setup

- Choose quiet, professional location and test lighting (avoid backlight).
- Position camera at eye level.
- Check background for professionalism and consider virtual background options.
- Practice proper framing (head and shoulders).

Professional Appearance

Attire and Body Language

- Wear professional business attire and factor in company culture.
- Ensure clothing looks professional on camera.
- Practice eye contact with camera.
- Maintain good posture.
- Center yourself properly.

Environment

Room Setup

- Clear visible background area and remove potential distractions.
- Close windows to minimize noise.
- Post "Do Not Disturb" sign.
- Have water within reach.

Lighting

- Test at planned interview time.
- Use front-facing light source.
- Avoid window backlighting.
- Consider ring light if needed.
- Check for glare on glasses.

Materials Preparation

Digital Resources

- Have resume ready to share.
- Open relevant documents.
- Bookmark company website.

Physical Materials

- Keep paper and pen handy.
- Print interview schedule.
- Have resume copy available.
- Write down questions.

Content Preparation

Company Research

- Review website thoroughly and study product pipeline.
- Understand technology platforms.
- Research recent news and review competitors.

Role Understanding

- Review job description.
- Prepare relevant examples.
- Research department.
- Understand reporting structure.
- Note potential role variations.

Interviewer Research

- Review LinkedIn profiles and read recent publications.
- Note shared connections.
- Check company roles.
- Research backgrounds.

During Interview

Technical Etiquette

- Join 5 minutes early.
- Mute when not speaking.
- Use gallery view for panels.
- Know how to screen share.
- Have chat function ready.

Engagement

- Look at camera when speaking.
- Use active listening gestures.
- Speak clearly and pause often.
- Handle technical issues calmly.
- Stay focused on screen.

Post-Interview

Follow-up

- Send thank you email within 24 hours.
- Reference specific discussions.
- Confirm next steps.
- Address any technical issues.
- Express continued interest.

Emergency Preparation

Backup Plans

- Have phone number for contact.
- Keep mobile device charged.
- Know alternative meeting options.
- Save interview details offline.
- Have hotspot capability ready.

Success Factors

- Technical preparation.
- Professional presentation.
- Clear communication.
- Engaged presence.
- Prompt follow-up.