

Video Interview Prep

Zoom, Teams, Webex – checklist for a polished virtual appearance

Working with KOB Solutions is free for candidates. We are paid by the hiring company. Kerry is here to help you prepare at every step.

TECHNICAL SETUP – DAY BEFORE INTERVIEW

☐	Confirm the platform	Zoom, Teams, Webex, or other? Download and update the software ahead of time.
☐	Test your login	Verify that your credentials work. Join a test meeting if possible.
☐	Webcam + microphone	Test both. Check that audio quality is clear and there's no echo.
☐	Backup headphones	Have earbuds or headphones available as a backup for audio issues.
☐	Internet connection	Ensure a strong wifi connection. Have your ready hotspot ready as a backup.
☐	Charge everything	Laptop, earbuds, and any backup devices fully charged the night before.

ENVIRONMENT + APPEARANCE

☐	Professional location	Quiet room with a clean, neutral background. Avoid rooms with echoes.
☐	Lighting	Use a front-facing light source. Avoid sitting with a window behind you (backlight).
☐	Camera at eye level	Elevate your laptop if needed. The camera should be at or slightly above eye level.
☐	Professional attire	Dress as you would for an in-person interview. Factor in the company culture.
☐	“Do Not Disturb” sign	Post one on your door. Silence notifications and close other browser tabs.
☐	Water + notes nearby	Keep a glass of water and your printed notes just off-camera.

CONTENT PREPARATION

☐	Research the company	Website, pipeline, technology platforms, recent news, competitors.
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☐	Review the job description	Prepare examples that match the stated requirements.
☐	Research each interviewer	LinkedIn, PubMed, Google Scholar. Note shared connections or topics.
☐	Prepare your questions	3-5 thoughtful questions per interviewer.
☐	Have your resume open	Keep a copy visible on screen or printed nearby.
☐	Bookmark key pages	Company website, pipeline page, any published studies or press releases.

TIP: Always have the interviewer's phone number saved and accessible before the call starts – just in case.

DURING THE INTERVIEW

☐	Join 5 minutes early	Be in the waiting room before the interviewer. It signals respect for their time.
☐	Look at the camera	This makes eye contact feel natural to the interviewer.
☐	Mute when not speaking	Especially important for panel interviews. Unmute before you answer.
☐	Speak clearly, pause often	It's easy to talk too fast on video. Pause after making a point, which also invites response.
☐	Handle tech issues calmly	If something goes wrong, stay composed. Have the interviewer's phone number ready.
☐	Use chat if needed	If you lose audio, type in the chat. Know where the button is before the interview.

AFTER THE INTERVIEW

☐	Send thank-you emails	Within 24 hours to each person. Reference specific parts of your conversation.
☐	Debrief with Kerry	Share how it went and your interest level. Her feedback prepares you for next steps.
☐	Confirm next steps	Do you know what's coming next in the process? If not, it's appropriate to ask.
☐	Note any tech issues	If something went wrong technically, briefly acknowledge it in your thank-you note.

Ready to explore opportunities? Schedule a 10 min call with Kerry!

<https://calendly.com/kerryboehner/discussion>