



Video Interview Checklist

Please use this checklist to ensure that you are fully prepared in advance of your video interview.

The Basics

- Are you dressed appropriately for an interview, also avoiding patterns or anything that might look busy on screen?
- Have you prepared for the interview and can you discreetly view the (brief) notes you have made for yourself?
- Have you completed a practice video interview either with a friend or the UCD Careers Network (you can request a practice SONRU video interview with feedback by emailing careers@ucd.ie)?

Your Background

- Have you set up your device to ensure you have a neutral and professional looking background (a plain wall is fine)?
- Have you tested your lighting in different locations at the appropriate time of day, to check that you are well lit and not in shadow?
- Have you raised your laptop/device to ensure that you are eye level with the camera (using a box or books etc.)?
- Have you placed a pen, paper, water within reach?
- Have you placed your notes within your eyeline (e.g. post its on edge of screen)?

Technical Set Up

- Have you installed the interview platform (Zoom, Skype, Teams, Google Hangout etc.) in advance on your main device and also on a backup device?
- Have you updated your user profile with your full name and a professional looking photo?
- Have you checked your audio quality, if possible, using earbuds?
- Have you tested and practiced on the platform with a friend to ensure you're fully comfortable with all the features?
- Have you closed all other applications and turned off notifications on your device?



Securing your Space

- Have you set up in a quiet space and if possible, locked the door?
- Have you informed everyone in the house that you are conducting an interview (consider putting a sign on the door as a reminder to avoid disturbance)?
- If there are children or pets in the house, is it possible to arrange for someone else to ensure they do not disrupt you (e.g. take the dog for a walk so no barking)?
- If bandwidth is an issue, have you asked the others in the house not to use internet during your interview?

Body Language

- Are you sitting fully upright on your chair with both feet on the ground and an open posture?
- Have you practiced making eye contact with the camera (and not just the screen)?
- Are you conscious of your visual signals, ensuring you are smiling & nodding as appropriate?

Final Checks

- Have you completed a final practice again on the morning of the interview?
- Have you the login/access details to the interview ready (avoid any delays looking for link or passwords)?
- Have you provided your phone number in advance, in case of technical issues arising?