

PRE-INTERVIEW CHECKLIST



Data&Information

- copy of CV at hand
- notes from preparation package ready
- questions to recruiter ready
- notebook and pen ready



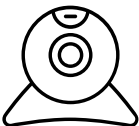
Environment

- quiet, private place ensured
- tidy background obtained
- business casual clothes on
- water/tea/coffee ready
- main lighting is in front of you
(so that you are clearly visible on camera)



Webconferencing

- connectivity checked
- webcam and mic checked
- webcam set stable and showing your face
in the center of the screen properly
- link to online meeting tested
(preferably by joining early)



👍 TAKE A DEEP BREATH AND GOOD LUCK! 👍