Video Interview Checklist

ZEBRA
TECHNICAL RECRUITMENT

Work through this before your interview. Tick each item off as you go.

A FEW DAYS BEFORE

- [ ] Confirm the platform (Teams, Zoom, Google Meet) and download anything you need
- [ ] Do a practice call to test your camera, microphone and connection
- [ ] Research the company, the role and your interviewers
- [ ] Prepare four or five STAR examples (Situation, Task, Action, Result)
- [ ] Record yourself answering practice questions and watch it back
- [ ] Write your prompt notes and three or four questions to ask

THE DAY BEFORE

- [ ] Choose your room, check the lighting and tidy the background
- [ ] Tell the household when you need quiet, and settle any pets
- [ ] Lay out your interview outfit, shoes included
- [ ] Get any files ready that you might share on screen

15 MINUTES BEFORE

- [ ] Computer on, updates done, unneeded apps and tabs closed
- [ ] Phone on silent and notifications off
- [ ] Camera at eye level and a glass of water to hand
- [ ] My number or the interviewer's number nearby
- [ ] Join 5 minutes early

AFTERWARDS

- [ ] Call me to talk it through while it's fresh

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Book a career chat: cal.com/gerard.latham/intro-chat