

Online Interview Expectations

Dear [Job Seeker's Name],

We are pleased to inform you that you have been shortlisted for an online interview for the [Job Title] position at [Company Name]. Below are some expectations to keep in mind for your interview:

Technical Setup

- Ensure you have a stable internet connection.
- Test your webcam and microphone prior to the interview.
- Familiarize yourself with the platform we will be using (Zoom, Microsoft Teams, etc.).

Interview Preparation

- Review the job description and prepare your questions.
- Practice answering common interview questions.
- Dress professionally, as you would for an in-person interview.

During the Interview

- Be on time; join the meeting 5 minutes early.
- Maintain eye contact by looking at the camera.
- Be aware of your body language and stay engaged.

If you have any questions or concerns, please don't hesitate to reach out. We look forward to speaking with you!

Best Regards,

[Your Name]

[Your Position]

[Company Name]