

# Remote Interview Guidelines

Dear [Candidate's Name],

We are pleased to invite you to a remote interview for the [Job Title] position at [Company Name]. Below are some guidelines to help you prepare for the interview:

## Before the Interview

- Ensure you have a stable internet connection.
- Choose a quiet and well-lit space free from distractions.
- Test your video and audio equipment in advance.
- Familiarize yourself with the video conferencing tool we will be using (e.g., Zoom, Google Meet).
- Review your resume and the job description to prepare for potential questions.

## During the Interview

- Join the call at least 5 minutes early.
- Dress appropriately, as you would for an in-person interview.
- Maintain eye contact by looking at the camera, not the screen.
- Be clear and concise in your responses.
- Feel free to take notes if needed.

## After the Interview

- We will follow up with you within [timeframe] regarding the next steps.
- If you have any questions, do not hesitate to reach out to us.

We look forward to speaking with you.

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]