Web-Based Interview Guidelines

Dear [Candidate's Name],

Thank you for your interest in the [Position Title] position at [Company Name]. We are excited to invite you to participate in a web-based interview. Below are some guidelines to help you prepare for the interview:

Before the Interview

- Ensure you have a stable internet connection.
- Test your camera and microphone in advance.
- Find a quiet space with minimal distractions.
- Dress professionally, as you would for an in-person interview.

During the Interview

- Log in to the platform [Link to Platform] at least 5 minutes early.
- Be prepared to discuss your resume and experiences.
- Have a notepad ready for jotting down important points.
- Maintain eye contact by looking at the camera while speaking.

Technical Issues

If you encounter any technical issues, please reach out to us at [Contact Information] for assistance.

We are looking forward to our conversation and wish you the best of luck!

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]