

Interview Expectations for Virtual Interview

Dear [Candidate's Name],

We are excited to invite you to a virtual interview for the [Job Title] position at [Company Name] scheduled for [Date] at [Time]. Below are some expectations to ensure a smooth interview process:

Technical Requirements:

- Ensure you have a reliable internet connection.
- Test your camera and microphone prior to the interview.
- Download and familiarize yourself with [Platform Name, e.g., Zoom, Microsoft Teams].

Environment:

- Choose a quiet and well-lit space for the interview.
- Minimize background noise and distractions.
- Dress professionally as you would for an in-person interview.

During the Interview:

- Be prepared to discuss your resume and relevant experiences.
- Have questions ready to ask about the role and the company.
- Maintain eye contact by looking at the camera when speaking.

We look forward to speaking with you and learning more about your qualifications. If you have any questions or need to reschedule, please let us know.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]