

Remote Interview Guidelines

Dear [Attendee's Name],

Thank you for agreeing to participate in the remote interview scheduled for [Date] at [Time]. To ensure a smooth and productive experience, please review the following guidelines:

Technical Requirements

- Ensure you have a stable internet connection.
- Test your audio and video equipment before the interview.
- Use a quiet and well-lit space for the duration of the interview.

Interview Etiquette

- Join the interview at least 5 minutes early.
- Dress professionally as you would for an in-person interview.
- Be mindful of body language and maintain eye contact with the camera.

During the Interview

- Listen attentively and avoid interrupting the interviewer.
- Be clear and concise in your responses.
- If technical issues arise, communicate openly to resolve them.

If you have any questions or concerns, please feel free to reach out. We look forward to speaking with you!

Best regards,
[Your Name]
[Your Position]
[Your Company]