

Technical Requirements for Video Interviews

Date: [Insert Date]

Dear [Candidate's Name],

Thank you for your interest in the [Position Title] at [Company Name]. We are looking forward to your upcoming video interview. To ensure a smooth experience, please review the following technical requirements:

1. Hardware Requirements

- A computer or laptop with a functioning webcam and microphone
- Headphones are recommended to reduce echo

2. Software Requirements

- The latest version of [Video Conferencing Software, e.g., Zoom, Microsoft Teams, etc.] installed
- An active account on the platform (if necessary)

3. Internet Connection

Please ensure you have a stable internet connection with a minimum speed of [Insert speed, e.g., 3 Mbps for upload and download].

4. Environment Setup

Choose a quiet location with good lighting and a neutral background. Please minimize interruptions during the interview.

5. Test Your Setup

We recommend conducting a test run of your video and audio setup prior to the interview time.

If you have any questions or need assistance with the setup, please don't hesitate to reach out.

Looking forward to our discussion!

Best,

[Your Name]
[Your Job Title]

[Company Name]
[Contact Information]