

# Video Interview Guidelines

Dear [Candidate's Name],

We are excited to inform you that you have been shortlisted for a video interview for the [Job Title] position at [Company Name]. Please find below some guidelines to help you prepare for the interview:

## Technical Requirements:

- A stable internet connection
- A computer or device with a functioning camera and microphone
- Access to [Video Conferencing Platform, e.g., Zoom, Microsoft Teams]

## Preparation Tips:

- Find a quiet, well-lit space for the interview.
- Dress professionally, as you would for an in-person interview.
- Test your technology ahead of time to avoid any last-minute issues.

## Interview Schedule:

Your interview is scheduled for [Date] at [Time]. Please log in to the meeting link provided in the calendar invitation a few minutes early.

## Additional Reminders:

- Be prepared to discuss your experiences and skills relevant to the position.
- Have a few questions ready to ask your interviewer.
- Stay relaxed and be yourself!

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]