

Appendix B

Candidate's Checklist for Remote Interview	
Please ensure that:	
the device, meeting software and connectivity have been tested, in the location, ideally a number of working days in advance so that any potential issues can be resolved in time	
the internet connection is stable	
the location is quiet, free of any background noise or possible interruptions	
where prompted to enter a username that an appropriate name is entered; do not enter nicknames, etc.	
external video calls are blocked for the duration of the interview	
the background is professional, ideally a blank wall	
the lighting does not cause a glare or place your profile in shadow on screen	
the device web camera and audio are working	
the device is fully charged or connected to a mains charger	
the camera is positioned so as to view your shoulders and above (position the camera so that you are looking up slightly and centred on the screen)	
that your mobile phone is to hand, and switched to silent	
Dress professionally and avoid bright colours or patterns	
Have a glass or bottle of water available	