

Appendix C

Interview Board Member's Checklist for Remote Interview	
Please ensure that:	
the device and meeting software have been tested, 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	
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)	
Interview documentation is positioned so that the candidate cannot read your notes	
You have pen and paper to hand (if any notes will form part of the interview process and must be returned at the end of the interview)	
Dress professionally and avoid bright colours or patterns	
Have a glass or bottle of water available	