

Checkpoint	My notes	Peer notes
My background is quiet and professional.		
My video quality is acceptable.		
My sound quality is acceptable.		
I appear attentive (and not distracted).		
Webcam is placed at or just above eye level.		
My shoulders are visible (not just my head).		
My face is well lit (not dark or difficult to see).		
I try to “make eye contact” by looking into my web cam.		
I actively listen when the interviewer speaks.		
I am dressed appropriately for an interview.		
I convey a positive, upbeat mood.		
I have good posture (sitting up straight).		
I use appropriate body language to signal that I am listening (e.g. smile, nod).		
My internet connection remains stable.		
My webcam, speakers, and microphone are all working.		
I have a copy of my resume at hand, and a way to take notes.		
I have turned off distractions, including my phone.		

Interview question	Response given (My notes)	Response given (Peer notes)