



# The Top Hiring Managers Checklist to Conduct Successful Remote Interviews

Item	Check
<b>Keep necessary documents at your reach</b>	
Candidate CV	
Job Description	
Candidate Application Form	
Interview questions list	
Others	
<b>Hardware check</b>	
Sound	
Mic	
Internet connection	
<b>Software check</b>	
Installation	
Functionality (Calling, Video Sharing, File Sharing)	
Practice call with a friend or colleague	
<b>Environment setup</b>	
Location / Room	
Light	
Background	
Attire	
<b>Giving candidates heads up on remote interview expectations</b>	
Sharing detailed job description	
Share exercises, case studies or problems to address	
Assessment link if applicable	
Video recording consent agreement if applicable	
<b>Share interview links</b>	
Send the meeting link through email and a calendar invite	
Send a Youtube tutorial on how to use the conferencing tool	
Disruption preparedness	
Time allocation for disruptions	
Alternative communication channels	
<b>Update the candidate on the outcome</b>	

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