



Life Sciences

Virtual Interview Preparation Checklist



Since the pandemic, virtual meetings have become a part of our everyday life. As a leading recruiting agent in the STEM market, Real Life Sciences has since seen many changes across the job hunting process. While some companies still prefer to conduct final interviews face-to-face, most of their interview process in its early stages have moved online as it is less time consuming and more cost efficient for both interviewers and interviewees.

Real Life Sciences has put together this “Virtual Interview Preparation Checklist” to help you excel at an interview to clinch your dream job.

Do's and Don'ts for virtual interviews are not drastically different from traditional face-to-face meetings but the following are some points you can specifically keep in mind when you prepare for them.





Checklist

Like face-to-face interviews, preparation is the key to success.

We put together a checklist that you can go through before the interview so that you present the best version of yourself.

Technology

Test your internet connection

Make sure your laptop is being charged

Get your camera and audio to work properly

Have the right URL or prepare your login details for the interview

Set your phone to silent mode

Environment

Find a quiet place with no distractions

Make sure your background looks neat
Alternatively, you might want to use a professional-looking virtual background

Ensure your lighting is bright enough

Turn the volume of your intercom down if you are attending an interview from home

Make sure you leave enough time in your diary in case the interview runs over

Attire

Dress in the same way as you would in a face-to-face interview

Unless specifically mentioned, wear professional attire such as shirts / blouses and a jacket

Preparation

Have your resume at hand

Conduct research on the company you applied for

Get yourself familiar with:

- What their main business is
- What their latest business focus is (check “Media release” or “News” section on their website)
- What their company culture is (check their social media channel)
- What their principles or visions are

Think about how you will answer potential questions

Get yourself familiar with:

- Why should they employ me?
- Why do I want to work there?
- Which of my key skills do I want to focus on?
- What is your biggest achievement in your career?
- What were the major challenges in your career and how you overcame these?
- How does my experience reflect the needs of the company?
- How can I be of value to the company?

These might be good questions to ask at the end of the interview but bear in mind not to ask too many questions.

Pick 3-4 relevant questions:

- What about my qualifications or experience appealed the most to you?
- What are the highest priorities for selecting the right candidate?
- How is performance evaluated for this position?
- What goals do you expect the person in this job to achieve in the first 30, 60 or 90 days?
- Can you tell me how this job has been performed in the past, and how you would like to see it improved?
- What types of skills do you NOT already have on-board that you would like to see?
- Are there any reservations about my fit for the position that I could try to address?
- Who is the company’s competition? How is the competition talked about and rated here?





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If you successfully presented yourself to the interviewers, and if you had your questions answered during the interview, you have done everything you could!

If you still have unanswered questions, put them together into a list and keep it for the next round of interview. Feel free to contact us if you have any questions or concerns regarding virtual interviews - we are here to help.

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