

Important: Use this as a supplementary guide alongside your established interview criteria. This checklist is not meant to be used independently. Always rely on your professional judgment and company-specific hiring requirements.

Assessment Area	What to Look For (Rating Guide)	✓
1. Technical Setup	Clear video/audio quality, professional background, good lighting and stable internet connection. No distracting noise or technical interruptions.	☐
2. Listening Skills	Waits for complete questions before responding, doesn't interrupt, shows active listening through focusing/engagement and asks for clarification when needed.	☐
3. Authenticity	Natural conversational flow, thoughtful pauses and genuine responses rather than rehearsed scripts. Comfortable with spontaneous follow-up questions.	☐
4. Preparation Level	Demonstrates knowledge about company/role, connects their experience to job requirements, asks informed questions and shows genuine research effort.	☐
5. Honesty & Integrity	Maintains eye contact with camera, no obvious signs of looking up answers, provides honest responses and admits limitations openly.	☐
6. Growth Mindset	Comfortable saying "I don't know," explains learning approach for unfamiliar topics, shares examples of past skill development and shows adaptability.	☐
7. Remote Work Competency	Articulates work-life balance strategies, demonstrates self-management skills, provides examples of independent work delivery and priority management.	☐
8. Engagement & Curiosity	Asks thoughtful questions about role/team/company, shows genuine interest, builds on conversation topics and demonstrates cultural fit.	☐
9. Personality & Cultural Fit	Shares appropriate personal insights, shows enthusiasm, demonstrates communication style and reveals character beyond professional qualifications.	☐
10. Professionalism & Composure	Maintains calm demeanor throughout, handles unexpected situations well, appears comfortable and confident and shows professional presence.	☐

