

AI INTERVIEW CHECKLIST



What to Expect in an AI Video Interview

1. **Pre-Recorded Questions:** You'll be given a set of questions (usually 3–5) and a limited time to respond to each (e.g., 30 seconds to 2 minutes).
2. **AI Analysis:** The AI evaluates your responses for content, tone, and non-verbal cues like eye contact and facial expressions.
3. **No Live Interviewer:** You'll be recording your answers alone, without a human interviewer present.

Preparation Checklist for an AI Video Interview

1. Understand the Technology

- Research the platform being used (e.g., HireVue, Spark Hire, Sonru).
- Practice using the platform if a trial or demo is available.
- Familiarize yourself with the format (e.g., time limits, retake options).

2. Set Up Your Environment

- **Lighting:** Ensure your face is well-lit, with no shadows or glare.
- **Background:** Use a clean, professional background free of distractions.
- **Camera Angle:** Position your camera at eye level for a natural perspective.

3. Test Your Equipment

- Check your webcam, microphone, and internet connection.
- Record a test video to ensure audio and video quality are clear.

4. Dress Professionally

- Wear interview-appropriate attire, just as you would for an in-person interview.

5. Practice Common Questions

- Prepare for typical behavioral and situational questions, such as:
 - “Tell me about yourself.”
 - “Describe a time you overcame a challenge.”

- “Why do you want to work for this company?”
- Use the **STAR method** (Situation, Task, Action, Result) to structure your answers.

6. Optimize for AI Analysis

- **Keywords:** Use relevant keywords from the job description in your responses.
- **Tone:** Speak clearly, confidently, and with enthusiasm.
- **Body Language:** Maintain good posture, smile, and make eye contact with the camera.

Tips for Recording Your Responses

1. **Read the Instructions Carefully:** Pay attention to time limits and retake options.
2. **Take Your Time:** Use the preparation time (if provided) to organize your thoughts.
3. **Be Concise:** Stick to the point and avoid rambling.
4. **Use Retakes Wisely:** If the platform allows retakes, use them to refine your answers, but don't overthink it.
5. **Stay Calm:** Treat it like a conversation with a real person, even though you're speaking to a camera.

Common Mistakes to Avoid

- **Ignoring Time Limits:** Going over the allotted time can cut off your response.
- **Poor Lighting or Sound:** Technical issues can distract from your answers.
- **Lack of Preparation:** Failing to practice can lead to awkward pauses or unclear responses.
- **Overly Scripted Answers:** Sounding robotic or rehearsed can hurt your score.

Post-Interview Steps

1. **Review Your Performance:** If possible, watch your recordings to identify areas for improvement.
2. **Follow Up:** Send a thank-you email to the hiring manager or recruiter, expressing your continued interest in the role.