

Subject: Virtual Interview Guidelines and Communication Protocol - [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to invite you to a virtual interview on [Date] at [Time] via [Platform Name, e.g., Zoom/Microsoft Teams].

To ensure a professional and efficient interview process, please adhere to the following protocols:

1. Technical Preparation:

- Test your internet connection, camera, and microphone at least 15 minutes before the start time.
- Ensure your device is fully charged or plugged into a power source.
- Download any necessary software or browser extensions required by the platform.

2. Professional Environment:

- Choose a quiet, well-lit space free from distractions or background noise.
- Professional business attire is expected, consistent with an in-person interview.
- Use a neutral background or a professional virtual background if available.

3. Communication Etiquette:

- Join the meeting link 5 minutes early to account for any technical delays.
- Keep your camera turned on throughout the duration of the interview.
- Mute your microphone when not speaking to minimize background noise.

4. Contingency Plan:

- If you experience a technical failure or loss of connection, please immediately contact [Contact Name] at [Phone Number] or [Email Address].
- In the event of a platform outage, we will move the interview to [Alternative Method, e.g., Phone Call].

5. Post-Interview Communication:

- Follow-up correspondence should be directed to [Recruiter Name/Hiring Manager].
- You can expect to hear from us regarding the next steps by [Date/Timeline].

We look forward to speaking with you.

Best regards,

[Your Name]
[Your Title]
[Company Name]