

The One-Way Video and AI Interview Checklist

1 THE SETUP: FIFTEEN MINUTES, ONCE

Do this once, reuse it for every recorded interview.

- ☐ Camera at eye level (laptop on books counts)
- ☐ Light in front of you, never behind
- ☐ Quiet room, door closed, phone silent, household warned
- ☐ Plain background
- ☐ Tech check in the platform’s preview, five minutes early
- ☐ Notes as 3 or 4 bullet words at camera height, never a script
- ☐ Read the consent notice: it says whether AI scoring is in use

2 BEFORE YOU HIT RECORD

- ☐ Reread the job posting and circle the three requirements your stories should touch
- ☐ Check the rules: prep time per question, answer length, retakes allowed or not
- ☐ One phone practice run: record a real answer, watch it once, fix one thing
- ☐ Water within reach, timer visible

THE THREE-BEAT ANSWER

- ① The situation, one or two sentences
- ② What I did, with “I” language
- ③ The result, out loud, before the timer

60 to 90 seconds. If you ramble, say the result first. The AI scores your words, not your face, and so does the hiring team.

3 YOUR FIVE STORIES

Five stories cover almost every question this format asks. One line each, trigger words only.

A challenge you worked through	-----
A result you are proud of (with a number)	-----
A conflict or disagreement you handled	-----
A time you learned something fast	-----
Why this role, why this company	-----

4 AFTER YOU SUBMIT

- ☐ Note the date and the stated decision window
- ☐ Follow up once if the window passes, then keep moving
- ☐ Silence is the format, not a verdict on your answers

Recorded interviews are a strange way to meet anyone. You can think that and still be good at them.