

# Virtual Interview Attendance Form

Use this **virtual interview attendance form** sample to efficiently track participant presence during online meetings. It ensures accurate record-keeping and helps organizers verify attendee engagement. Simple and customizable, it suits various virtual interview formats.

**Interview / Meeting Title:**

Enter the interview title

**Date of Interview:****Time:****Platform Used (e.g., Zoom, Teams):**

Specify the online meeting platform

**Participant Name:**

Full name

**Participant Email:**

Email address

**Role:**

-- Select Role --

**Attendance Status:**

-- Select Status --

**Remarks / Notes:**

Add any additional comments

Submit Attendance