Remote Interview Evaluation Checklist for Online Interviews

Ensure a smooth hiring process with our comprehensive **remote interview evaluation checklist**, designed specifically for online interviews. This checklist helps interviewers assess candidates effectively by focusing on key competencies and communication skills. Optimize your virtual recruitment strategy with clear, structured evaluation criteria.

Pre-Interview Preparation

- ☐ Confirm the interview schedule and send invites/links in advance
- ☐ Test video conferencing platform (camera, microphone, internet connection)
- ☐ Prepare interview questions and evaluation forms
- ☐ Ensure a quiet, professional background and good lighting
- ☐ Share interview agenda with all panel members

Candidate Assessment

- ☐ Professionalism and punctuality
- ☐ Communication skills (clarity, listening, confidence)
- ☐ Technical competence and expertise for the role
- ☐ Problem-solving ability
- ☐ Adaptability to remote work conditions
- ☐ Collaboration and teamwork mindset
- ☐ Alignment with company values and culture

Virtual Etiquette & Technical Proficiency

- ☐ Comfort with online meeting tools (mute/unmute, screen sharing, chat)
- ☐ Handles technical issues calmly and efficiently
- ☐ Maintains eye contact and engages appropriately onscreen

Post-Interview Follow-Up

- ☐ Document key observations promptly
- ☐ Complete evaluation form and rating for each competency
- ☐ Share feedback with other interviewers
- ☐ Notify HR and update candidate status

Tip: Use this checklist as a live document during interviews to ensure all areas are covered.