NHS
Mid and South Essex
NHS Foundation Trust

MS Teams Interview Checklist

1. Tech prep (24 hrs–1 hr before)

- ☑ Install latest Teams app; sign in with correct account
- ☑ Test camera, mic, and speakers (Settings ▸ Devices)
- ☑ Check internet speed (≥ 5 Mbps up/down) or have a wired connection
- ☑ Charge laptop / have power adapter plugged in
- ☑ Update OS and disable auto-updates/restarts during interview

2. Environment

- ☑ Quiet room; silence phone/notifications
- ☑ Neutral, uncluttered background or enable **Background Blur** / subtle virtual backdrop
- ☑ Front-facing light source; avoid backlighting
- ☑ Camera at eye level; frame head & shoulders

3. Personal setup

- ☑ Professional attire (full outfit in case you stand up)
- ☑ Notes: résumé, job description, questions for interviewer—printed or on second screen
- ☑ Water within reach

4. Teams meeting logistics

- ☑ Confirm invite link and time zone; add to calendar with reminders
- ☑ Join 5 min early in lobby; check mute and camera status
- ☑ Display full name (+preferred pronouns if you wish)

5. During the interview

- ☑ Start with camera **on** and a friendly greeting
- ☑ Look at webcam when speaking, not the preview window
- ☑ Mute when not speaking in multi-panel interviews
- ☑ Use “Raise hand” or chat for links/docs if needed
- ☑ Keep answers structured (STAR method); have examples ready

6. Wrap-up

- ☑ Ask thoughtful questions about role, team, next steps
- ☑ Thank interviewers by name; confirm follow-up timeline
- ☑ Leave meeting cleanly (click “Leave”) before discussing

Run through this list and you’ll be technically ready, professionally presented, and mentally organized for your Microsoft Teams interview.

Good luck—you’ve got this

Excellent Compassionate Respectful