



**AN HOUR OF PLANNING CAN  
SAVE YOU TEN HOURS OF  
DOING**

**- DALE CARNEGIE**

## CHEAT SHEET

- Always be Prepared
- Test Your Tech (with a friend)
- Dial In Early
- Set the Stage
- Camera Placement
- Start Things Right
- Use Non-Verbal Cues
- Maintain Eye Contact with the Camera
- Remember What You Need to Say
- Mute Distractions

Click [here](#) for the detailed guide: *Step 3: How to Master the Video Interview.*