**Virtual Interview Prep Form**

**Candidate Information**

Candidate Name:

Position Interviewing For:

Interview Round:

Hiring Manager/Interview Attendees:

**Interview Details**

Interview Process (timeline and other interviewers):

Interview Location (Zoom, Hangouts, or Spark Hire links):

**Contact Information**

Recruiter contact information:

**Attachments**

* Candidate résumé/ cover letter
* Work examples
* Job description
* Other: