UPREP KIRA SETUP AND DAY-OF CHECKLIST

Free resource

Everything to check in the week before, the hour before, and during your Kira video interview, with a format check for Schulich, Queen's, Rotman, U of T Engineering, McMaster, Waterloo, Ivey and more.

10 pages | Printable | 11 school format check | shooting table



PREPARE FOR WHAT'S NEXT

For any questions or concerns contact us at hello@uprepcanada.ca

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WHAT IS THIS CHECKLIST?

Many Ontario programs ask for a Kira video or written interview as part of the supplementary application. You answer on your own time, on your own device, with a timer running. That makes preparation and setup matter more than most students expect.

This checklist walks you through the week before, the hour before, the interview itself, and what to do if something goes wrong. Print it or keep it open on a second device. It covers the practical side only. For how to build your answers, see the UPrep Complete Kira Video Interview Guide.

Your Kira countdown

1 week before	48 hours before	1 hour before	Interview	After
Setup and practice	Full test run	Space and computer	Answer and finish	Save and rest

10 Mbps	5 Mbps	3+	15 min
download speed Kira lists	upload speed Kira lists	practice answers to record	to spare when you finish

IMPORTANT

Each university sets its own format, time limits, and deadlines, and they can change. Read your invitation and the school's admission page carefully. Kira's practice questions and your invitation are the final word.

SECTION 1

1 CHECK YOUR SCHOOL'S FORMAT

Programs do not run Kira the same way. Before you do anything else, find your program in this table and read the school's own page. The format below is what each school has published for Fall 2027 as of October 11, 2026. Your invitation and the Kira practice screens are the final word.

Program	What to check before you start
Schulich BBA (York)	You need a York student ID, sent by email after you apply. The Leadership Profile (3 to 5 experiences, each with a referee) goes in first and cannot be replaced once you move on. The number of video questions and the timing of the video and writing parts arrive with your invitation, so write them down as soon as you see them.
Queen's: Commerce, Health Sciences (on-campus), 4-year Nursing	You need an 8-digit Queen's ID. Practice at check-in is mandatory. One written response comes first (10 minutes), then one video (2 minutes to prepare, 2 minutes to respond). Questions are random. The supplementary application is due February 15, 2027, with no late submissions.

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Program	What to check before you start
Rotman Commerce (U of T)	One written response (20 minutes) and three video responses of 90 seconds each, including 30 seconds of preparation. You can practise as many times as you like in the Join U of T portal.
U of T Engineering	The Personal Profile has one timed written response (10 minutes to prepare, then about 300 words) and two videos (2 minutes to prepare, then 2 minutes; 2 minutes to prepare, then 3 minutes). The recommended deadline is December 1, 2026.
McMaster: Engineering, Computer Science, iBioMed, Bachelor of Technology	Three video questions (10 seconds to prepare, 2 minutes to respond) and one written question. Once you start a question you must finish it, and you cannot redo an answer after you submit it.
McMaster IBH	Six video questions at 2 minutes 30 seconds each, plus a resume upload. At least two practice questions are required. The deadline is February 1, 2027.
Waterloo Engineering	One graded video question of 90 seconds, one attempt, plus a short yes/no question that is not graded. The link appears in your portal checklist within about 24 hours of your first login.
Western Ivey AEO	Five video questions in one sitting (usually 20 to 30 minutes). Use a desktop or laptop. Your references must verify your activities, so check they have responded.
uOttawa Multidisciplinary Design (Engineering)	A portfolio link plus an asynchronous video interview. One attempt per question, with unlimited practice.
Glendon and Schulich dual degree	Two 1-minute videos (one in English, one in French) and two 250-word written responses (one in each language).
Western Administrative Studies (BA)	A pre-recorded video plus a faculty recommendation based on an interview. Register for the interview by February 1, 2027.

NOTE Not every supplementary application uses a recorded interview. McMaster Arts and Science, McMaster Honours Health Sciences, the Waterloo Admission Information Form, and Western SASAH are written or portfolio-based. If your program is not in this table, read the instructions on its admission page and use Sections 2 to 7 for the parts that apply.

Write your format here before you do anything else:

Item	Your answer
School and program	
Number of video questions	
Preparation time per question	
Response time per question	
Written response? (time and word limit)	
Can you retake?	
Deadline (date and time zone)	
Contact for problems	

SECTION 2

2 ONE WEEK BEFORE

- [ ] Find your invitation email. Check junk and spam too. If you have not received one, contact the school's admission office.
- [ ] Write down the format: how many video and written questions, the preparation time, the response time, and whether you can retake
- [ ] Write down the deadline and set a calendar reminder for 3 days before it
- [ ] Choose a laptop or desktop. Kira says mobile browsers are limited, and some schools require a computer.
- [ ] Update your browser. Chrome is recommended, and Kira supports the current version plus the five before it.
- [ ] Check your device meets Kira's minimums: Windows 10 or 11 (not S Mode), macOS 10.13 or newer, or ChromeOS, with a dual-core 2 GHz processor and 4 GB of RAM
- [ ] Check your connection. Kira lists 10 Mbps down and 5 Mbps up.
- [ ] Open the Kira practice questions and record at least three answers. Replay them to check your sound and picture.
- [ ] Choose your room, your seat, and your time of day
- [ ] Ask anyone you live with to keep the house quiet during your session
- [ ] If you need accommodations, contact the school now, not on the day

SECTION 3
3 48 HOURS BEFORE

- [ ] Re-read the school's instructions one more time
- [ ] Review your story names (not full scripts) once or twice
- [ ] Do a full test run: same room, same device, same time of day, with the real timing
- [ ] Turn off browser extensions, including Grammarly and ad blockers, which Kira says can cause problems
- [ ] Charge your laptop, and find your charger
- [ ] Decide what you will wear. Choose something comfortable that does not blend into your background.
- [ ] Plan your day so you can finish with at least 15 minutes to spare
- [ ] Sleep well tonight

TIP Do not cram. A rested version of you gives clearer answers than a tired version who studied an extra hour.

Your day-of plan. Fill this in 48 hours before, or use the Day-Of tab in the UPrep Kira Prep Planner Google Sheet.

Item	Your plan
Date and start time	
Deadline (with time zone)	
Room and device	
Backup device and backup connection	
First stories I will reach for	
Person to call if something fails	

SECTION 4
4 THE HOUR BEFORE

Space

- [ ] Light is in front of you (a window or a lamp behind the screen), not behind you
- [ ] Your background is plain and uncluttered
- [ ] Your camera is at eye level, and your face and shoulders are centred in the frame
- [ ] The room is quiet, and the door is closed
- [ ] Your phone and nearby devices are silenced and out of reach

Computer

- [ ] Your laptop is plugged in
- [ ] Every other app and browser tab is closed

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- [ ] Notifications are off
- [ ] Your browser is up to date
- [ ] Your camera and microphone work (record a practice answer and replay it)

You

- [ ] Eat something and have water within reach
- [ ] Say your name, your school, and your program out loud twice to warm up your voice
- [ ] Take three slow breaths
- [ ] Remind yourself of your plan: answer in the first sentence, use a specific example, stop when you are done

One reminder for your field

If you are applying to...	Remind yourself to...
Business or commerce	Give numbers (people, dollars, hours, results) and say what you personally decided
Engineering or computer science	Describe what failed first and what you changed, and keep your motivation story short and specific
Health, nursing, or kinesiology	Use first names only or none, and keep private details out of any story about helping someone
Science, math, or environment	Show your process: what you tried, what you learned, and how you checked
Arts, humanities, or social sciences	Take a clear position in your first sentence, then support it with one real example
Design, music, theatre, or film	Describe your decisions and what changed between drafts, not just the finished piece
Education or social work	Show how you listened and adapted to the person in front of you

5 SECTION 5 DURING THE INTERVIEW

- [ ] Read each question carefully before you start
- [ ] Use your preparation time the way you practised: name the type, pick a story, think of your first sentence
- [ ] Look into the camera lens, not at your own image
- [ ] Answer the question in your first sentence
- [ ] Speak at a natural pace and pause instead of saying "um"
- [ ] Finish with a few seconds to spare
- [ ] If a school allows a break between questions, use it to breathe and reset (some schools do not allow breaks during a question)
- [ ] If you stumble, say "let me put that another way" and keep going
- [ ] For written responses, type in the box. Do not paste from another document, and stay under the word limit.
- [ ] Do not use AI tools or ask anyone for help. Schools say they monitor for this.

SECTION 6
6 AFTER YOU SUBMIT

- [ ] Save the confirmation email
- [ ] Check your application portal for an update to your to-do list (Queen's says its SOLUS to-do updates within 8 business days)
- [ ] Write down the questions you remember while they are fresh
- [ ] Do not replay your answers in your head. You did the work.
- [ ] Thank anyone who helped you practise

SECTION 7
7 IF SOMETHING GOES WRONG

Problem	What to try
Camera or microphone not found	Check browser permissions, close other apps that use them, restart your browser, and try Chrome
"Something went wrong" appears	Click Try again. Kira says you will continue where you left off.
Internet drops	Reconnect, then click Try again. Take a screenshot of any error.
Page freezes	Wait a moment, then reload your link. Do not try again and again.
You did not receive the invitation	Check junk and spam, then contact the school's admission office
You need accommodations	Contact the school before you start (for example, Queen's lists suppapp@queensu.ca, and Ivey lists hba@ivey.ca)
A recording or upload fails	Take a screenshot, note the time, and email Kira and the school right away with the exact error

Who to contact: Kira's help centre is at support.kiratalent.com, and its platform status page is status.kiratalent.com. Queen's lists support@kiratalent.com and says the Kira help centre is open 9 a.m. to 5 p.m. Eastern. For McMaster Engineering, the contact for a missing invitation is thinkeng@mcmaster.ca. Always include your name, school, program, the time, and the exact error text.

TIP A screenshot taken at the moment of the problem is the single most useful thing you can send.

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TIPS, TRICKS & NOTES

Do the practice questions
They are free and repeatable, and they are the best way to learn the screen.

Start early
Do not wait until the last day. If something fails, you want time to fix it.

Plain is fine
A tidy background and a clear voice are enough.

Write your format on a sticky note
Number of questions, prep time, and response time.

Do not memorize scripts
Prepare stories you can adapt.

Keep a copy of the invitation
You may need the link, the deadline, or the contact details later.

Be honest and be yourself
Reviewers are looking for authentic answers, not rehearsed ones.

IMPORTANT INFORMATION

UPrep provides guidance, strategy, and feedback to help students present the strongest possible application. Admission decisions are made solely by universities based on many factors outside anyone's control, and no specific outcome can be guaranteed. This checklist is not affiliated with or endorsed by Kira Talent or any university. Formats and deadlines change, so confirm everything with each school before you act on it.

Sources (checked October 11, 2026):

- Kira Talent Help Centre: Supported browsers and devices (support.kiratalent.com/article/24-supported-browsers-and-devices)
- Kira Talent Help Centre: Connection requirements and troubleshooting (support.kiratalent.com/article/64-31-connection-troubleshoot-common-issues)
- Queen's University: Supplementary Application FAQ (queensu.ca/admission/applying/supplementary-application-faq)
- McMaster Engineering: Supplementary Application (eng.mcmaster.ca/supplementary-application)
- Western Ivey: AEO Supplemental Application (ivey.uwo.ca/hba/admissions/aeo-supplemental-application)
- Schulich: Supplementary Application Details (schulich.yorku.ca/admissions/suppapp)
- Rotman Commerce: Supplemental Application (rotmancommerce.utoronto.ca/future-students)
- University of Toronto Engineering: Student Profile (discover.engineering.utoronto.ca/how-to-apply/student-profile-form)
- University of Waterloo: Engineering online interviews (uwaterloo.ca/future-students/admissions)
- McMaster: Integrated Business and Humanities supplementary application (future.mcmaster.ca)
- OUAC: Guidance Dialogues Resource Guide, Fall 2026 (guidance.ouac.on.ca/docs/resource_guide.pdf)
- University of Ottawa and York University: Multidisciplinary Design and Glendon dual degree application pages

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