

# Interview Preparation Checklist

Use this checklist to prepare thoroughly before every interview.

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## 1 WEEK BEFORE

- Research the company — read their website, LinkedIn, and recent news
- Re-read the job description and highlight key requirements
- Match your skills and experience to those requirements
- Prepare 3–5 STAR stories using the STAR Answer Template
- Prepare answers to the 20 common interview questions
- Prepare 3–5 questions to ask the interviewer
- Plan your route to the venue / test your video call setup

## THE DAY BEFORE

- Print 2 copies of your CV and your portfolio if applicable
- Iron or lay out your interview outfit
- Confirm the interview time, location, and interviewer's name
- Get a full night's sleep — aim for 7–8 hours
- Review your STAR stories one more time
- Write down the interviewer's name so you can greet them correctly

## THE MORNING OF

- Eat a proper breakfast — avoid heavy or greasy food
- Arrive 10–15 minutes early (or log in 5 minutes early for virtual)
- Switch your phone to silent before entering
- Take 3 deep breaths before you walk in
- Smile and greet everyone you meet with confidence

## DURING THE INTERVIEW

- Listen carefully to each question before answering
- Use the STAR method for behavioural questions
- Keep answers between 1–2 minutes unless asked to elaborate
- Maintain appropriate eye contact and open body language
- Ask your prepared questions at the end
- Ask about next steps and timeline before leaving

## AFTER THE INTERVIEW

- Send a thank you email within 24 hours (use the Thank You Email Template)
- Write down questions you struggled with to improve for next time
- Follow up if you have not heard back within 5–7 business days
- Add to your Job Application Tracker