

Interview Preparation Checklist

Walk in confident, walk out hired

Before the Interview

- Research the company (mission, values, recent news, culture)
- Review the job description and identify key requirements
- Prepare 3-5 examples using the STAR method (Situation, Task, Action, Result)
- Practice common interview questions out loud
- Prepare 3-5 thoughtful questions to ask the interviewer
- Plan your route and confirm interview time/location
- Choose professional attire and ensure it's clean and pressed
- Print 3 copies of your resume on quality paper
- Prepare a portfolio or work samples (if applicable)
- Test your technology (if virtual interview)
- Get a good night's sleep before the interview

Day of Interview

- Arrive 10-15 minutes early (or log in 5 minutes early for virtual)
- Bring multiple copies of resume, notepad, and pen
- Turn off or silence your mobile phone
- Use the restroom and check your appearance
- Greet everyone professionally (receptionist, interviewer, other staff)
- Offer a firm handshake and maintain eye contact
- Smile and project positive energy
- Listen carefully to each question before responding
- Take brief notes if needed (and if appropriate)
- Ask clarifying questions if you don't understand something

During the Interview

- Use the STAR method to structure your answers
- Provide specific examples with measurable results
- Be honest—don't exaggerate or lie about experience
- Show enthusiasm for the role and company
- Ask your prepared questions when invited
- Discuss salary expectations confidently (if asked)
- Address any concerns or gaps in your resume proactively
- Watch your body language (sit up straight, don't fidget)
- Thank the interviewer for their time at the end
- Ask about next steps in the hiring process

After the Interview

- Send a thank-you email within 24 hours
- Personalize the thank-you (reference specific conversation points)
- Reiterate your interest in the position
- Note any follow-up items you promised to provide
- Reflect on what went well and what to improve
- Follow up if you don't hear back within the stated timeline
- Continue your job search (don't put all eggs in one basket)
- Keep track of interview details in your job search tracker