

INTERVIEW CHECKLIST

Before the interview: Preparation

- Research the company: website, social media, press/news articles, reviews.
- Cross-reference your CV with the job description. Highlight your matching skills and examples.
- Identify the essential vs desirable skills (tailor answers to show how you meet essentials and bring added value with desirables).
- Review common interview questions; practice answers using STAR (Situation, Task, Action, Result).
- Prepare 5 STAR examples of achievements you can adapt to multiple questions.
- If possible, find out who will interview you and check their background on LinkedIn.
- Prepare at least 3 insightful questions to ask (avoid ones already covered).
- Print/keep a copy of your CV and job description handy.
- Prepare your outfit the night before (smart, comfortable, aligned with company culture).

INTERVIEW CHECKLIST

Online interview setup



- Test video, sound and internet connection in advance. Use a wired connection if possible.
- Choose a quiet, well-lit, professional space (neutral background).
- Keep water, pen/paper, and notes within reach.
- Join the call 10 minutes early

Face-to-face interview setup

- Confirm time and location (don't leave it until the last minute).
- Plan your route and arrive 10-15 minutes early.
- Accept a drink if offered – it helps calm nerves.
- Bring notebook with your prepared questions.



INTERVIEW CHECKLIST

During the interview

- Silence your phone and close any unnecessary computer programs.
- Greet confidently – smile, make eye contact, maintain open body language.
- Answer clearly and concisely, using STAR or CAR (Circumstance, Action, Result) to give structured examples.
- Show enthusiasm and link your skills directly to the role.
- Demonstrate both skills and attitude (employers repeatedly stress they value attitude as much as experience).
- If unsure, ask the interviewer to clarify or repeat the question.
- Prepare at least 3 insightful questions to ask (avoid ones already covered).
- Print/keep a copy of your CV and job description handy.
- At the end, express interest in the role, thank them, and ask about next steps.

After the interview

- Send a personalised thank-you email within 24 hours (reiterate your interest and a key strength you bring).
- Reflect: what went well, what to improve, and update your STAR examples.
- Prepare for the next stage (presentation, second interview, assessment centre).
- If rejected, ask politely for feedback to improve for future opportunities.