

# Interview Preparation Checklist



Work through it from the top as soon as you get the invitation. Tick each box when it's done: preparation you can see is preparation you'll actually finish.

## COMPANY AND ROLE

## INTERVIEWER(S)

## DATE, TIME AND FORMAT

### A week before

- ☐ Re-read the job posting and underline the 4–5 skills it stresses most
- ☐ Research the company: products, customers, news, values
- ☐ Look up your interviewers and the team
- ☐ Write 4–6 STAR stories that prove those skills, with numbers
- ☐ Draft answers to "Tell me about yourself," "Why this role?" and "Why here?"

### 2–3 days before

- ☐ Practice answers out loud, on camera, with a timer
- ☐ Do one mock interview with questions you haven't seen
- ☐ Prepare 3–5 questions to ask them
- ☐ Prepare for the format: coding, case, presentation or video platform
- ☐ Research a salary range for the role and location

### The day before

- ☐ Confirm time, time zone, address or video link, and who you'll meet
- ☐ Plan the route (arrive 10–15 minutes early) or test camera, mic and connection
- ☐ Lay out your outfit
- ☐ Print or save your resume, the job posting and your notes
- ☐ Review your stories once, then stop and sleep

### On the day

- ☐ Eat, hydrate, and leave (or log in) early
- ☐ Phone silent; notebook and pen ready
- ☐ Listen to the full question; pause to think if you need to
- ☐ Answer with a specific example and a result
- ☐ Ask your questions and the next steps before you leave

### After the interview

- ☐ Send a short thank-you email within 24 hours, mentioning something specific from the conversation
- ☐ Write down the questions you were asked and how you'd improve each answer
- ☐ Follow up politely if you haven't heard back by the date they gave you

### My stories (one line each)

Challenge

Success with numbers

Mistake and lesson

Conflict or disagreement

Leadership or initiative

Teamwork