
INTERVIEW PREPARATION CHECKLIST

A Practical Guide for Students

PRE-INTERVIEW PREPARATION

Company & Role Research

- Read the company's mission, values, and core services
- Reviewed recent company news or updates (last 6 months)
- Understood the job role and daily responsibilities
- Identified key skills required for this position
- Matched my skills and experiences to job requirements

Answer Preparation

- Prepared 8–10 STAR method stories
- Practiced answers for common interview questions
- Prepared a clear “Tell me about yourself” response
- Identified my key strengths with examples
- Prepared an honest weakness with improvement steps
- Practiced answers out loud (not silently)

Questions for the Interviewer

- Prepared 5–7 thoughtful questions
- Questions focus on role, team, growth, and culture
- Avoided salary or benefits questions (early stage)
- Avoided questions easily answered on the website

INTERVIEW-DAY READINESS

Logistics

- Interview date and time confirmed
- Interview location or meeting link verified
- Travel route / login process checked
- Resume copies printed or saved
- Portfolio or work samples ready (if required)

Virtual Interview Setup (If Applicable)

- Camera tested and positioned at eye level
- Microphone tested and clear
- Internet connection stable
- Background clean and professional
- Notifications and phone silenced

Appearance & Presentation

- Outfit selected and tried in advance
- Professional grooming completed
- Comfortable but professional footwear chosen

Final Mental Check

- Slept at least 7–8 hours
- Ate before the interview
- Arrived / logged in 10–15 minutes early
- Reviewed key STAR stories one last time
- Took deep breaths and stayed calm

AFTER THE INTERVIEW

- Sent a personalized thank-you email within 24 hours
- Mentioned specific discussion points
- Reaffirmed interest in the role
- Reflected on what went well and what to improve

REMINDER

Interviews reward preparation, not luck.

Use this checklist before every interview to stay confident, focused, and professional.
