
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
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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)
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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
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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
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Appearance & Presentation

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

Interviews reward preparation, not luck.

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