

Interview Preparation Checklist

A practical preparation plan from research through follow-up.

Two or three days before

- ☐ Re-read the job posting and identify the top 4–6 requirements.
- ☐ Prepare concise examples of impact, collaboration, problem solving, and learning.
- ☐ Research the organization, product, customers, and recent public news.
- ☐ Prepare 3 thoughtful questions about the role and team.
- ☐ Confirm time zone, format, meeting link, location, and contact details.

Prepare evidence

Example	Context	Action you took	Result / learning
Project or delivery	_____	_____	_____
Conflict or challenge	_____	_____	_____
Mistake / learning	_____	_____	_____
Teamwork / influence	_____	_____	_____

On the day

- ☐ Join early or plan travel with a buffer.
- ☐ Check camera, microphone, internet, and quiet space if remote.
- ☐ Keep résumé, portfolio, notes, and water nearby.
- ☐ Listen to the whole question; clarify before answering.
- ☐ Use specific evidence and be honest about what you did.

After the interview

- ☐ Send a short thank-you if appropriate.
- ☐ Record questions you found difficult and what you learned.
- ☐ Track the date, interviewer, next step, and expected follow-up.