

Interview Readiness Checklist

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■ Before the Interview

■ Research the company and role

Check their website, recent news, and social media. Understand their values, products, and competitors.

■ Review your CV and achievements

Be ready to discuss examples that show your results, teamwork, and problem-solving.

■ Plan your journey or test your video link

Arrive 10–15 minutes early. If virtual, test camera, mic, and internet connection beforehand.

■ Prepare professional attire

Dress one level above the company's usual style. Check your video background if remote.

■ During the Interview

■ Make a positive first impression

Smile, make eye contact, and greet the interviewer confidently.

■ Use the STAR method when answering

Structure answers with Situation, Task, Action, Result for clarity.

■ Prepare smart questions to ask

Ask about company goals, team structure, or growth opportunities.

■ Common Questions

- *Tell me about yourself*
- *Why do you want to work here?*
- *What are your strengths and weaknesses?*
- *Describe a time you overcame a challenge.*
- *Where do you see yourself in five years?*

■ After the Interview

■ Send a thank-you email

Within 24 hours, thank them for their time and reiterate your interest.

■ Reflect on what went well

Write notes while it's fresh — what impressed you, what you'd improve.