

INTERVIEW CHECKLIST

Your guide to the interview preparation
and success



A step-by-step checklist to prepare with confidence
and ace your interview.

INTERVIEW CHECKLIST



- ☐ Professional dress/attire is ready 24 hours before the interview.
- ☐ Read the job description.
- ☐ Prepare common behavioural and situation-based interview questions from the workbook.
- ☐ Do extensive research about the company on LinkedIn and its website.
- ☐ Prepare the “why do you want to work with us?” question.
- ☐ Virtual interview – Is my Teams setup logged in, and have I checked the microphone and audio?
- ☐ Is my transportation sorted before an interview so I could be 15 mins early?
- ☐ Prepare 3 follow-up questions for the recruiter.
- ☐ Have I researched the average salary for similar roles on LinkedIn, job search portals, Glassdoor, etc?
- ☐ Feelings check – How am I feeling?
- ☐ Prepare a small light meal before my interview to energise myself.
- ☐ Prepare a thank-you email in my email drafts for the recruiter or interview panel.

