

10-Point Interview Prep Checklist

Use this comprehensive checklist to prepare for your next interview and boost your confidence.

Before the Interview:

1. Research the Company
 - Review the company website, mission, and values
 - Read recent news articles and press releases
 - Understand their products, services, and competitors
2. Understand the Role
 - Review the job description thoroughly
 - Identify key skills and requirements
 - Prepare examples that demonstrate relevant experience
3. Prepare Your Stories
 - Use the STAR method Situation, Task, Action, Result
 - Have 5-7 stories ready covering different competencies
 - Include examples of challenges, achievements, and teamwork
4. Practice Common Questions
 - "Tell me about yourself"
 - "Why do you want to work here?"
 - "What are your strengths and weaknesses?"
 - "Where do you see yourself in 5 years?"
5. Prepare Questions to Ask
 - About the role and day-to-day responsibilities
 - About team culture and company growth
 - About next steps in the interview process

Day of Interview:

6. Dress Appropriately - Match company culture, when in doubt go business casual
7. Arrive Early - Plan to arrive 10-15 minutes early or log in early for virtual
8. Bring Materials - Extra copies of your resume, portfolio, notepad, pen

During the Interview:

9. Make a Great Impression - Strong handshake, eye contact, positive body language
10. Follow Up - Send thank-you email within 24 hours