JOB INTERVIEW PREP CHECK LIST

You've done the hard work applying for a job, and now you've managed to secure an interview. Whether it's in person or online, preparing for a job interview involves more than just rehearsing answers to questions. Use this comprehensive checklist to ensure you're ready for the big day and leave a lasting impression.

Check off the items below as you complete each task.

☐ 1. Research the Company

- Review the company's website, mission, values, and recent achievements.
- Understand the job description and identify how your skills align.
- Read up on recent news about the company to stay informed.

☐ 2. Practice Common Question

- Prepare responses to frequently asked questions, such as:
  - "Tell me about yourself."
  - "Why do you want to work here?"
  - "What are your strengths and weaknesses?"
- Use the STAR method (Situation, Task, Action, Result) for answering behavioral questions.

☐ 3. Plan Your Outfit

- Choose professional attire suitable for the company's culture.
- Ensure your clothes are clean, pressed, and well-fitted.

☐ 4. Gather Necessary Documents

- Print multiple copies of your resume.
- Bring a list of references with their contact details.
- Include any certifications, portfolios, or work samples relevant to the job.

5. Prepare Questions for the Employer

- Write down thoughtful questions to ask during the interview. Examples include:
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  - "What does success look like in this role within the first six months?"
  - "Can you describe the team dynamics?"
  - "What opportunities are there for professional development?"
  - ''How would you describe the culture in your organisation?''
  - ''What's the average tenure of your employees?''

6. Organize Logistics

- Confirm the interview time, location, or virtual meeting link.
- Plan your route to arrive 10-15 minutes early if it's an in-person interview.
- Test your tech setup (camera, microphone, internet connection) for virtual interviews.

7. Practice and Rehearse

- Rehearse your answers in front of a mirror or with a friend.
- Record yourself to evaluate your tone, pace, and body language.

8. Bring a Notebook and Pen

- Take notes during the interview to show engagement and have a reference later.

9. Prepare for the Unexpected

- Be ready to answer questions you didn't anticipate by staying calm and composed.
- Practice thinking on your feet with mock interviews.

10. Follow-Up After the Interview

- Send a thank-you email within 24 hours, expressing gratitude for the opportunity.
- Reiterate your interest in the role and briefly mention a highlight from the interview.

Additional Tips for Success

- Practice Nonverbal Communication: Maintain eye contact, smile, and offer a firm handshake.
- Stay Positive: Focus on your accomplishments and what you bring to the table.
- Be Yourself: Authenticity can set you apart from other candidates.

By following this checklist, you'll feel well-prepared and confident walking into your interview. Good luck!