

Preparing for an interview



Interviews can be nerve-wracking, but preparation makes all the difference. This checklist will help you research the company, practise your answers, plan logistics, and feel confident going into your interview.

		Yes	No
1 Research and Preparation	Have you researched the company's values, culture, and recent news?		
	Have you checked sites like Glassdoor to learn about the company's interview process and common questions?		
	Have you reviewed whether the company runs assessment centres, strengths-based interviews, or technical tasks so you know what to expect?		
2 Practicing Questions	Have you prepared examples using the STAR technique (Situation, Task, Action, Result) for common competency-based questions?		
	Can you clearly explain why you want the role and why you are interested in the company?		
	Have you practised answering strengths- and values-based questions? (e.g. "What motivates you?" or "How do you work in a team?")		
	Can you discuss any gaps or unusual points in your CV confidently and positively?		
	Have you practised summarising your strengths and experiences in a clear 1–2 minute "elevator pitch"?		
3 Preparing Questions for the interview	Have you prepared 2–3 thoughtful questions to ask at the end of the interview?		
	Do your questions show interest in the role, team, or company culture?		
	Have you avoided questions about salary or benefits at the first interview stage?		
4 Application and Role Review	Have you looked at the job description carefully and matched your skills to what they're looking for?		
	Have you carefully read through your submitted CV/resume and application form so you can confidently discuss everything you wrote?		
	Have you prepared examples and answers relevant to the role's requirements?		
5 Logistics	Have you planned business attire to wear to the interview?		
	Have you checked your Wi-Fi, camera, and microphone if your interview is virtual?		
	Have you planned your journey to ensure that you arrive on time?		

6 Mock Interviews and Feedback	Yes	No
Have you done a mock interview with a careers adviser at your university, teacher, or mentor?		
Have you received feedback and worked on improving weaker areas?		
Have you practised both virtual and in-person interviews if relevant?		
Have you used any online interview practice programmes, such as Google's Interview Warmup, to practise answering questions and receive feedback?		

7 Reflection and Confidence		
Have you reflected on your strengths, achievements, and skills you want to highlight in the interview?		
Do you feel confident explaining how your experiences relate to the role?		
Have you practised calming techniques to manage nerves before and during the interview?		
Have you set a plan for follow-up , such as sending a thank-you email after the interview?		