

Job Interview Checklist

A candidate's checklist to research, practice, prepare, and follow up for a job interview.

Research the Company and Role

- Read the company website, mission, and recent news
- Study the job description and list the key requirements
- Understand the products, customers, and competitors
- Look up the interviewers and their roles if known
- Note how your experience maps to the role's needs
Tie your strengths directly to their requirements.
- Check the company culture and values

Practice Your Answers

- Prepare answers to common behavioral questions
- Build several strong stories from your real experience
- Structure each story with situation, action, and result
- Practice explaining why you want this role
- Rehearse out loud or with a friend
- Prepare a concise, confident self-introduction
A clear opening sets a strong tone.

Prepare Questions to Ask

- Write thoughtful questions about the role and team
- Ask about success measures and expectations
- Prepare a question about growth and development
- Ask about the team you would join and how it works
- Avoid questions easily answered by their website
- Save salary and benefits for the right moment
Show interest in the work before the perks.

Gather What to Bring

- Print several clean copies of your resume
- Bring a notepad and pen for taking notes
- Prepare a reference list if it may be requested
- Pack a portfolio or work samples if relevant
- Charge your phone and save the contact and address
- For video, test your camera, mic, and link in advance
Do a tech check the day before, not five minutes before.

Get Ready for the Day

- Choose and prepare a clean, role-appropriate outfit
- Plan your route and aim to arrive early
- Confirm the time, location, and format
- Get a good night's sleep and eat beforehand
- Review your notes and key talking points

- Arrive calm, polite, and ready to engage

Treat everyone you meet with courtesy.

Follow Up After the Interview

- Jot down what was discussed and any open points
- Send a personalized thank-you note within a day
- Reiterate your interest and fit for the role
- Address anything you wish you had said clearly
- Follow up politely if you do not hear back by the date given
- Reflect on what went well to improve next time

Every interview sharpens the next.