

Interview Preparation Checklist



Research the Company: Understand its mission, products, and culture.



Understand the Role: Know the job description, required skills, and how you match.



Prepare Your Answers: Practice responses to common interview questions.



Plan Your Questions: Have insightful questions ready to ask the interviewer.



Dress Appropriately: Choose an outfit that fits the company's culture.



Plan Your Journey: Ensure you know the location and have enough time to arrive. If it is a phone or video interview, be sure you have a quiet space and all appropriate technology is working



Bring Necessary Items: Copies of your resume, a list of references, and a notebook.



Mind Your Body Language: Practice a firm handshake, eye contact, and positive posture.



Follow Up: Send a thank-you email within 24 hours after the interview.

