

Handout 2: Interview Preparation Checklist

Before the Interview

- Research the company's mission, values, and recent news.
- Review the role description — highlight the 3 most critical skills. • Prepare 3–5 STAR stories showcasing achievements.
- Write down your top strengths and how they add value.
- Prepare 2–3 thoughtful questions to ask the interviewer.
- Plan logistics: outfit, directions, tech setup (for virtual).

During the Interview

- Sit/stand confidently, make eye contact, and smile. • Listen carefully before answering.
- Use STAR to structure responses.
- Speak in terms of impact and outcomes.

- Balance “I” and “we” — acknowledge teamwork but own your achievements.

After the Interview

- Send a thank-you email within 24 hours.
- Reflect: What went well? What can improve?
- Note down any questions you wish you'd asked. • Stay prepared for next stages.