

Interview Preparation Checklist

Everything to review before your next interview

Before the Interview

- ☐ Review the job description
- ☐ Research the company beyond the website
- ☐ Understand what success looks like for this role
- ☐ Review your resume
- ☐ Prepare measurable accomplishments
- ☐ Prepare leadership and problem-solving examples
- ☐ Review your LinkedIn profile
- ☐ Research your interviewers
- ☐ Prepare thoughtful questions

Interview Logistics

- ☐ Confirm the interview time
- ☐ Confirm the location or meeting link
- ☐ Plan your travel or test your technology
- ☐ Select your interview attire
- ☐ Print copies of your resume (if needed)
- ☐ Pack a notebook and pen

Interview Day

- ☐ Arrive early
- ☐ Silence your phone
- ☐ Review your key accomplishments
- ☐ Focus on having a conversation, not perfect answers
- ☐ Ask thoughtful questions
- ☐ Thank the interviewers

After the Interview

- ☐ Send a thank-you email within 24 hours
- ☐ Record notes while the interview is still fresh
- ☐ Follow up appropriately if needed



Want the complete guide?

Read: *How to Prepare for an Interview: What Recruiters Want You to Know*