

Interview Prep Checklist

CareerReadyHub — Your step-by-step guide to acing any interview

■ 1 Week Before

- Research the company or school you're interviewing for
 - Look at their website, recent news, and values
- Review the job/course description carefully
 - Highlight key skills and requirements they mention
- Prepare 5 answers using the STAR method
 - Situation, Task, Action, Result — write them out
- Choose your outfit — smart casual or formal
 - Iron clothes and ensure they're clean and neat
- Confirm the interview date, time, and location
 - Save the address or meeting link

■ 1 Day Before

- Print extra copies of your resume
 - Bring at least 2 copies in a clear folder
- Prepare your portfolio or supporting documents
 - Include certificates, project samples, and references
- Do a practice run of common questions
 - Record yourself or practice with a friend
- Plan your route and transport
 - Aim to arrive 15 minutes early
- Get a good night's sleep
 - Avoid staying up late — rest helps you think clearly

■ Morning Of

- Eat a healthy breakfast
 - Avoid heavy or greasy food
- Double-check you have everything
 - Resume, portfolio, ID, pen, water bottle
- Review your key talking points
 - Glance at your STAR answers one last time
- Leave early to avoid rushing
 - Being early shows professionalism

■ During the Interview

■ Greet the interviewer with a smile and handshake

→ First impressions matter — be warm and confident

■ Listen carefully before answering

→ Take a breath, then respond clearly

■ Use the STAR method for behavioural questions

→ Keep answers focused and under 2 minutes

■ Ask 2–3 thoughtful questions at the end

→ "What skills will I develop here?" or "What do students enjoy most?"

■ Thank the interviewer before leaving

→ "Thank you for your time — I look forward to hearing from you"

■ After the Interview

■ Send a thank-you email within 24 hours

→ Keep it short — express gratitude and restate your interest

■ Reflect on what went well and what to improve

→ Write notes while it's fresh in your mind

■ Follow up if you haven't heard back in a week

→ A polite email or call shows initiative

■ Remember: Preparation beats talent when talent doesn't prepare. You've got this!