



INTERVIEW PREP Checklist

01

PLANNING STAGE

Know the Company (a.k.a. Don't Google Them in the Parking Lot)

- ☐ Visit the company's website: understand what they do, their values, their mission.
- ☐ Check their recent news or press mentions (Google News or LinkedIn).
- ☐ Look at their social media to get a feel for culture and tone.

Know the Role Like It's Your Job (Because It Might Be)

- ☐ Re-read the job description. Highlight keywords and responsibilities. Think about how your experience matches up.
- ☐ Prepare 2–3 specific stories that show you've done similar work successfully.

Know Your Interviewers (Creeping is Strategic, Promise)

- ☐ If you know who you're meeting, look them up on LinkedIn.
- ☐ Look for common ground (past companies, schools, mutual connections).
- ☐ Don't connect before the interview; wait until afterwards if it makes sense.

D-DAY (DAY OF)

02

Show Up Early, But Not Awkwardly Early

- ☐ In-person? Arrive 10 minutes early.
 - ☐ Virtual? Log in 5 minutes early to test your tech.
 - ☐ Got a tech issue? Let your recruiter know immediately.
 - ☐ Wear [interview-appropriate clothes](#) (no holes, sweats, dirtiness, etc.)
 - ☐ Printed resume(s) — 2-3 copies in a folder or binder.
 - ☐ List of references (separate from your resume).
 - ☐ A notebook + pen and questions for the interviewer.
- 

Interview Prep Checklist, Continued

03

DURING THE INTERVIEW

Make a Great First Impression

- ☐ Smile, handshake (if appropriate), eye contact.
- ☐ Be confident, not cocky. Friendly, not robotic.
- ☐ Take a breath; stay calm. You've got this.
- ☐ "Tell me about yourself" = 90-second highlight reel. Not your life story.
- ☐ Focus on what you've done, how you've grown, and why you're excited about this opportunity.
- ☐ Use the [STAR Method](#) when answering situational questions (ex: "Tell me about a time..."): **Situation, Task, Action, Result** (quantify when you can!)
- ☐ Ask **smart** questions; Avoid: "What does your company do?" or "How much PTO do I get?"
Instead, ask:
 - ☐ What does success look like in this role?
 - ☐ How would you describe the company culture?
 - ☐ What are the team's biggest goals for the next 6 months?

AFTER THE INTERVIEW

04

Send a Thank You

- ☐ Send a thank you within 24 hours: keep it short, thank them for their time, mention something specific you enjoyed, and reiterate your excitement.

DO NOTs

DO NOT talk badly about past employers or coworkers.
Don't wing it. Preparation is your superpower.
Don't forget to follow up with your recruiter—we're here to help you close the deal!