



Interview Checklist™

A practical checklist for preparing clearly, interviewing confidently and following up well.

ROLE: _____

INTERVIEW DATE: _____

EMPLOYER: _____

INTERVIEWER(S): _____

1 | Confirm the Details

- ☐ Confirm the date, time, time zone and expected duration.
- ☐ Check whether the interview is online, by telephone or in person.
- ☐ Record the address, meeting link and contact number.
- ☐ Ask about the format, stages, panel and any task or presentation.
- ☐ Request reasonable adjustments or accessibility support in good time.

2 | Understand the Role

- ☐ Read the job description and person specification closely.
- ☐ Highlight the essential skills, experience and behaviours.
- ☐ Identify the role's likely priorities and challenges.
- ☐ Match each key requirement to evidence from your experience.
- ☐ Prepare an honest explanation for any important gap.
- ☐ Note unclear points to explore during the interview.

3 | Research the Employer

- ☐ Understand what the organisation does and whom it serves.
- ☐ Review its values, culture and recent public developments.
- ☐ Learn the main products, services, customers or stakeholders.
- ☐ Research the team, department and interviewers using appropriate public sources.
- ☐ Identify relevant industry opportunities and pressures.
- ☐ Connect your motivation to specific facts rather than generic praise.

4 | Build Your Evidence Bank

- ☐ Prepare examples of achievement, problem-solving and teamwork.
- ☐ Include examples of challenge, conflict, learning and change.

THE FUTURE™

- ☐ Structure examples using Situation, Task, Action and Result.
- ☐ Be clear about your own contribution rather than only the team's work.
- ☐ Add numbers, outcomes or feedback where accurate.
- ☐ Choose recent, relevant examples and prepare alternatives.

5 | Prepare Core Answers

- ☐ Practise a concise “tell me about yourself” answer.
- ☐ Explain clearly why this role and organisation interest you.
- ☐ Prepare strengths with evidence, not labels alone.
- ☐ Discuss a genuine development area and the action you are taking.
- ☐ Prepare examples for likely competency or behavioural questions.
- ☐ Explain career changes, gaps or departures truthfully and constructively.

6 | Prepare Your Questions

- ☐ Ask what success would look like in the first six months.
- ☐ Ask about immediate priorities and the biggest challenge in the role.
- ☐ Explore the team structure and key working relationships.
- ☐ Ask how performance, learning and feedback are handled.
- ☐ Prepare questions that show research without repeating public information.
- ☐ Keep practical questions for the appropriate stage of the process.

7 | Prepare the Setup

- ☐ Choose professional, comfortable clothing appropriate to the organisation.
- ☐ Prepare copies of your CV, portfolio, notes and requested documents.
- ☐ For online interviews, test camera, microphone, software and internet.
- ☐ Use a quiet, well-lit space with a simple background.
- ☐ For in-person interviews, plan the route and arrival point.
- ☐ Set a backup contact method in case of delay or technical failure.

8 | The Day Before

- ☐ Review key evidence and questions without memorising a script.
- ☐ Complete and proofread any task or presentation.
- ☐ Check names, times, links, route and contact details.
- ☐ Charge devices and prepare required materials.
- ☐ Choose a sensible meal, hydration and sleep routine.
- ☐ Stop preparing early enough to rest.

9 | During the Interview

- ☐ Arrive or join five to ten minutes early.
- ☐ Listen to the full question and ask for clarification when needed.
- ☐ Answer the question directly before adding detail.
- ☐ Use specific evidence and keep examples focused.
- ☐ Pause briefly to think instead of filling every silence.
- ☐ Stay engaged, professional and authentic throughout.

10 | Manage Difficult Moments

- ☐ Ask for a question to be repeated or reframed if unclear.
- ☐ Be honest when you do not know something.
- ☐ Explain how you would find an answer or approach the problem.
- ☐ Correct a mistake calmly if you notice one.
- ☐ Avoid criticising previous employers or sharing confidential information.
- ☐ Return to relevant evidence if an answer starts to drift.

11 | Close & Follow Up

- ☐ Ask your prepared questions and respond to what you have heard.
- ☐ Briefly restate your interest and strongest fit for the role.
- ☐ Confirm the next stage and expected timeline.
- ☐ Thank the interviewers for their time.
- ☐ Send a concise follow-up message when appropriate.
- ☐ Provide any promised information promptly.

12 | Reflect & Record

- ☐ Write down the questions before you forget them.
- ☐ Record the examples that worked and answers to improve.
- ☐ Note new information about the role, team and organisation.
- ☐ Assess the opportunity against your own needs and values.
- ☐ Prepare for the next stage without assuming the outcome.
- ☐ Request useful feedback if it is offered or appropriate.

13 | Builder Tip

PREPARE YOUR EVIDENCE — NOT A PERFECT PERFORMANCE.

Strong interviews are focused conversations. Know what you can contribute, support it with real examples, listen carefully and decide whether the opportunity fits you too.

The future isn't something you wait for. It's something you build.