

# Interview Checklist

## *Pre-interview preparation*

- Research the company** \_\_\_\_\_
- Understand the job role** \_\_\_\_\_
- Review your resume/CV** \_\_\_\_\_
- Prepare a portfolio/list your accomplishments** \_\_\_\_\_
- Practice common interview questions** [Discover More](#) \_\_\_\_\_
- Prepare your questions** [Discover More](#) \_\_\_\_\_
- Run a mock interview** \_\_\_\_\_
- Plan your attire** \_\_\_\_\_

## *Day of the interview*

- Check the logistics (where/when/video conferencing info)** [Discover More](#) \_\_\_\_\_
- Prepare necessary documents (resume/portfolio etc)** \_\_\_\_\_
- Arrive early** \_\_\_\_\_
- Stay calm and confident** \_\_\_\_\_

## *Post-interview*

- Send a thank you email** [Discover More](#) \_\_\_\_\_
- Reflect on the interview** \_\_\_\_\_
- Follow up if you've not heard back after a week or so** \_\_\_\_\_