

# **Interview Preparation Checklist**

## **Before the Interview**

- Research the company's history, mission, and values.
- Review the job description thoroughly.
- Prepare answers to common interview questions.
- Practice your introduction and elevator pitch.
- Plan your outfit (professional and appropriate).
- Print extra copies of your resume.

## **Day of the Interview**

- Arrive 10-15 minutes early.
- Bring a notebook and pen.
- Carry a professional bag or folder.
- Turn off or silence your phone.
- Be polite to everyone you meet.

## **During the Interview**

- Offer a confident handshake and smile.
- Maintain good posture and eye contact.
- Listen actively and don't interrupt.
- Answer questions clearly and concisely.
- Ask thoughtful questions about the role and company.

## **After the Interview**

- Send a thank-you email within 24 hours.
- Reflect on your performance and note improvements.
- Follow up if you haven't heard back within the stated timeframe.