









Pre-Interview Checklist

Company Research

-  **Client Overview:** Who are they? Industry? Size?
-  **Projects:** Notable work, partnerships, or recent innovations.
-  **Vision & Values:** Mission statement, culture, and core values.
-  **Recent News:** Find updates via LinkedIn, news, or their website. Mention them to show genuine interest.

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Elevator Pitch (30–60 secs)

-  **Introduction – Who are you, and why should they care?** Start strong with a clear identity and value statement.
-  **Experience – What do you bring to the table?** Summarise current and past experience with one or two strong highlights.
-  **Goals – Why are you here today?** Show intent and curiosity.
-  **Plan – Where do you see yourself in the future?** Demonstrate ambition and alignment with the company's growth.

2

Structured Frameworks

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- **Situation** – What was the context?
- **Task** – What was your responsibility?
- **Action** – What did you do?
- **Result** – What was the outcome?

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- **Challenge** – What was the problem?
- **Action** – What did you do to solve it?
- **Result** – What changed/improved?

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Confidence & Presence

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- **Stay grounded:** Confident but humble
- Maintain **eye contact**, speak clearly
- **Be enthusiastic:** Show real interest through research
- **Be professional:** Dress smart, arrive early, listen actively
- **Be adaptable:** Stay calm under pressure

? Smart Questions to Ask

- “Can you tell me more about a project you’re especially proud of?”
- “What does a typical day look like in this role?”
- “What’s the team structure like?”
- “How do you support growth and development here?”
- “Where do you see this department heading in the next few years?”

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