



Job Interview Preparation Checklist

Here is your complete Job interview checklist. Print it and keep it as a handy guide anytime you have an interview.

Before the Interview

Before the day of the interview, you should do the following:

- Research the organization; Browse the company website and search for them on the internet.
- Research the industry and job role if it is your first experience or if you are changing career.
- Prepare answers to the [common interview question](#).
- See this must do the day before the interview [to avoid anxiety](#).
- Make sure you know the name of the person interviewing you.
- Be sure of the interview format or style (whether it is a one-on-one or a [panel interview](#))
- Prepare the cloth you are going to wear.
- Ask a family or friend to do a mock interview with you
- It is important for you to prepare well in order [to avoid stress](#)
- Research your interviewers, search for them on LinkedIn and find out more about them.
- [Create a well-tailored CV](#) if it is your first time. You can also get a [CV template](#) to guide you while writing your CV.
- Print a copy of your CV.
- Go along with your portfolio or where it can be found (maybe an online platform)
- Re-read your CV to sure there are no errors or conflicting information.
- Plan your journey and determine the distance days before the interview to avoid being late
- Browse your route online and print out a [map](#) to be sure
- Get the company's Contact number in case you encounter any problem.

- Leave your house a minimum of 60 minutes before the time of the interview (depending on the distance).

During the Interview

On the day of the interview, you should do the following:

- Always remember to greet the receptionist or the first person you see at the interview venue to make a good first impression.
- Fill in any form that may be given to you neatly and accurately.
- Greet the recruiter or interviewer with a big smile, calling his or her name or title. Shake hands with the interviewer firmly and avoid a weak handshake that may show lack of confidence and weakness.
- Be aware of your posture and body language all the time. Make sure you sit only when you are asked to sit.
- Make good eye contact with the interviewer
- When you are asked a question avoid beating around the bush, rather go straight and answer the question. Don't let any [surprise question](#) take off balance.
- Avoid using poor language, slang or pause words often
- Speak with a strong and assertive tone to project your confidence
- Make sure your words and speech suggest that you are enthusiastic about the position and the company
- Maintain high confidence and energy level during the interview, but avoid being rude (sometimes being confident can be perceived as being rude)
- Avoid statements or conversations that suggests desperation
- Remember to stress your achievement and avoid bringing up or stressing personal issues
- You can use a short pause before responding to a question, avoid repeating words and using long pauses.
- Avoid answering a question with a simple "Yes" or "No" response, but you should give adequate information and examples where necessary.
- Don't answer phone calls during the interview, in fact, put your phone on silence or better still switch it off.
- Avoid demanding from the company, rather show what you can do for the company
- Answer [salary questions](#) intelligently

- Ask intelligent questions about the job role, field or industry.
- Ask when you can expect to hear back

After the Interview

- Email or send a letter to the interviewer to thank him/her for the opportunity. Sending a thank you note shows that you are passionate and will be committed to the position.
- Await the answer.
- [If you have not been contacted](#), it is important for you to follow up.
- And if you did not get the job, let them know politely that you are still interested, you can also ask them what they think you can do to make you a better candidate for the position.
- Avoid becoming a pest and a disturbance in your attempt to follow – up. There are [better ways to follow up](#).

Some terms used here may not be very clear, get more information, definitions and links on key career, job – search and employment terms by viewing our [100 Keywords Every Job – Seeker Know](#).

Not getting job interviews? Your resume might be to blame. Try our [CV builder](#) to build your own personalized CV free or simply save yourself the hassle and use our [professional CV writing service](#).