INTERVIEW CHECKLIST

Interviews can feel challenging, especially if you are applying for jobs in a new context or country. This interview checklist is designed to help you feel more confident and prepared by guiding you through each stage of the interview process. By following the steps before, during, and after the interview, you can present your skills clearly, make a positive impression, and reflect on your performance to improve future interviews. Use this checklist as a practical tool to support you in both in-person and online interviews.

✔ Before the Interview

- ☐ Read the job description carefully
- ☐ Research the organisation and its values
- ☐ Prepare 3–5 examples of your skills and experience
- ☐ Review your CV and portfolio
- ☐ Practise common interview questions
- ☐ Prepare appropriate clothing
- ☐ For online interviews: test internet, camera, and microphone

🎤 During the Interview

- ☐ Arrive early (or log in 10 minutes early online)

- [ ] Sit upright and maintain good posture
- [ ] Make eye contact (or look at the camera online)
- [ ] Listen carefully before answering
- [ ] Speak clearly and calmly
- [ ] Use examples to explain your skills
- [ ] Show enthusiasm and respect

> 💻 Online Interview Tips
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> Ensure a quiet, tidy background with the camera at eye level. Keep notes nearby, but do not read from them directly.

🌟 After the Interview

- [ ] Reflect on what went well and what to improve
- [ ] Note any feedback or learning points
- [ ] If appropriate, send a short thank-you message

Tip: You can print this page to use as a physical checklist.