JOB INTERVIEW PREP CHECKLIST

PACIFIC
Training Solutions

BEFORE THE INTERVIEW

- ◯ Research the company (mission, values, recent projects)
- ◯ Review the job description & match your skills to the role
- ◯ Prepare 3-5 examples of your past achievements
- ◯ Practice answering common interview questions (STAR method works great!)
- ◯ Prepare thoughtful questions to ask the interviewer
- ◯ Plan your outfit (dress appropriately for the company culture)
- ◯ Test your tech (if it's a virtual interview)
- ◯ Print copies of your resume (if in-person)
- ◯ Get a good night's sleep!

DURING THE INTERVIEW

- ◯ Arrive 10-15 minutes early (or log in 5 minutes before)
- ◯ Greet the interviewer with a confident smile & firm handshake (if in person)
- ◯ Speak clearly & naturally (avoid sounding too rehearsed)
- ◯ Use real examples to answer questions (not just buzzwords)
- ◯ Show enthusiasm & interest in the role
- ◯ Take notes if needed
- ◯ Ask the questions you prepared
- ◯ Thank the interviewer before leaving

AFTER THE INTERVIEW

- ◯ Send a thank-you email within 24 hours
- ◯ Reflect on what went well & what you can improve
- ◯ Follow up if you don't hear back within the expected timeframe
- ◯ Stay positive—each interview is a learning experience!

🎯 **Pro Tip:** Confidence is key! Believe in your skills and show why you're the best fit for the role.

👉 **Download & print this checklist before your next interview!**