Job Interview Preparation Checklist

A printable checklist that takes you from researching the employer to sending a thank-you email, plus a STAR story planner.

Research

- [ ] Read the job description twice and highlight key requirements
- [ ] Read the employer's website and recent news
- [ ] Look up the interviewer's professional profile (if known)
- [ ] Note two things you find interesting about the organisation

Match your evidence

Requirement from the job ad	My example or evidence

STAR stories to prepare

Theme	Situation / Task	Action	Result
A success			
A challenge			
Teamwork or conflict			
A mistake and what I learned			

Questions to ask

- [ ] What would success look like in the first 3–6 months?
- [ ] What are the team's biggest challenges right now?
- [ ] How is feedback given and performance reviewed?
- [ ] What are the next steps in the process?

Logistics

- [ ] Confirm time, address or video link and interviewer name
- [ ] Plan route or test camera, microphone and internet
- [ ] Prepare clothes the night before
- [ ] Bring copies of CV, notebook and any documents requested

After the interview

- [ ] Send a thank-you email within 24 hours
- [ ] Note questions you found difficult

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- [ ] Follow up after the decision date if you have not heard back

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