

# INTERVIEW PREPARATION PLANNER / CHECKLIST



DATE

/ /

INTERVIEW DETAILS

*Today* is your opportunity to  
build the ***tomorrow***  
you want.

## INTERVIEW CHECKLIST

Print CV / Resume	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Print Job Description	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Notepad & Pen	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Charge Devices (Phone, Laptop etc.)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Ready	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Calendar Open & Ready	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Quiet Space, Organised & Ready	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
House Occupants Notified Not to Disturb You	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Interview Presentation Practiced & Ready	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Address Any Disability Needs (Physical or Mental)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Your Notes / Research / Portfolio	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Write Down Questions to Ask During the Interview	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Practice Your Introduction "tell me about yourself?"	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Practice Your Answers to Mainstream Interview Questions	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Update Virtual Meeting Software	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional Background Image	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Your Outfit	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Pre Plan Your Journey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plan Parking (Have Cash / Parking Apps Installed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check For Delays	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arrive Early	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Switch Phone to Silent	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Be Calm, Rested & Relaxed	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
Be Positive	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>AFTER THE INTERVIEW</b>		
Send a thank you email		<input type="checkbox"/>
Send any supporting documents		<input type="checkbox"/>
Connect with your interviewers on LinkedIn		<input type="checkbox"/>
Write up your thoughts and comments		<input type="checkbox"/>
Schedule a time in your calendar to follow-up for feedback		<input type="checkbox"/>

Date: / /

Time: :

Stage:	Virtual	Phone	In Person
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1st	2nd	3rd
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## COMPANY DETAILS

Interviewer:

Interviewer Title:

Contact Details / Location:

## THOUGHTS / REFLECTIONS / NOTES

Follow up date: / /

Outcome: Progress  Withdraw