The Career Compass
Building Career-Ready Professionals for the Real World of Work.

Interview Readiness Checklist

Prepare for the Conversation, Not Just the Questions

Who is this for? Students, graduates and job seekers

Purpose: Prepare to communicate experience, thinking, motivation and suitability professionally.

Know Yourself

☐ I can explain my background concisely.

☐ I can identify 2–3 genuine strengths.

☐ I can discuss an area I am improving.

☐ I have examples showing teamwork, problem-solving or ownership.

☐ I can explain important projects or experiences.

Know the Role

☐ I understand the role.

☐ I know the main responsibilities.

☐ I understand the skills likely to matter.

☐ I can explain why it interests me.

Know the Organisation

☐ I know what it does.

☐ I understand its main products/services or business.

☐ I have researched enough to ask relevant questions.

☐ I have not relied only on promotional material.

Practise Communication

☐ I can answer without unnecessarily long responses.

☐ I use examples for important claims.

☐ I listen before answering.

☐ I avoid memorised answers that sound unnatural.

☐ I maintain professional body language and tone.

☐ I can honestly say when I do not know something.

Before the Interview

☐ I know the time and format.

☐ I have checked technology/location.

☐ I have my resume and documents ready.

☐ I have prepared 2–3 sensible questions.

☐ I know what I want the interviewer to remember.

My Next 3 Actions

1. _____

2. _____

3. _____

Career Compass reminder: A compass provides direction. It does not walk the journey for you.