

Interview Prep Checklist – JobSearchSecrets

A one-page guide to prepare with clarity and confidence.

1) Role & Company Clarity

- Job purpose, key outcomes, success measures
- Recent news, products, or priorities

2) Your Value Story (5–7 examples) – Use SAR: Situation → Action → Result

- Growth/impact example • Efficiency/cost saving • Collaboration/stakeholder
- Challenge you overcame • Learning or innovation

3) First Impressions

- Opening answer: “Tell me about yourself” (45–60 seconds)
- Why this company/role (specific and authentic)

4) Core Competency Questions – Be ready for:

- Strengths & development areas • Conflict/feedback • Leadership/ownership
- Prioritisation/time management

5) Practical Prep

- Route & timing / video setup • Professional profile/portfolio ready
- Bring notes: role highlights, 3 questions to ask

6) Ask Thoughtful Questions (pick 2–3)

- What does success look like after 6–12 months?
- Team culture & ways of working?
- Key priorities or challenges this role will tackle?

7) Close Strong

- Summarise fit + enthusiasm • Clarify next steps • Send a brief thank-you

Tip: Practice out loud. Clarity beats perfection.