

FREE CHECKLIST

The interview prep checklist

The difference between candidates who land offers and candidates who don't isn't talent. It's preparation. Work through this checklist before every interview.

Before the interview

Research the company

- Read their website (especially the About and any recent news sections)
- Read their last two earnings reports if public
- Read their press releases from the last six months
- Read 5–10 recent employee reviews on Glassdoor
- Identify one specific thing about the company you can mention by name

Research your interviewers

- Look up each interviewer on LinkedIn
- Note their background and tenure
- Find common ground if it exists (shared school, employer, interest)
- Don't be creepy — never mention something not on their public profile

Prepare your 6 stories (STAR format)

STAR = Situation, Task, Action, Result. Keep Situation and Task short. Spend most of your words on Action and Result. Have one prepared story for each theme below — almost every behavioral question maps to one.

Leadership

A time you led others, formally or informally.

Situation/Task (one sentence each):



Action (what YOU did):

Result (quantify if possible):

Conflict

A disagreement you handled professionally.

Situation/Task (one sentence each):

Action (what YOU did):

Result (quantify if possible):

Failure

A real failure and what you learned from it.

Situation/Task (one sentence each):

Action (what YOU did):

Result (quantify if possible):

Success

A specific result you're proud of, with numbers.

Situation/Task (one sentence each):

Action (what YOU did):

Result (quantify if possible):

Learning

A time you had to learn something quickly.

Situation/Task (one sentence each):

Action (what YOU did):

Result (quantify if possible):

Teamwork

A cross-functional collaboration.

Situation/Task (one sentence each):

Action (what YOU did):

Result (quantify if possible):

Questions YOU should ask the interviewer

Walk in with 5–7 prepared questions. Always ask at least 3. Asking nothing makes you look uninterested. The first question is the most powerful — most candidates are too scared to ask it.

■ "Do you have any hesitations about my candidacy for this position?"

Surfaces objections so you can address them in the room. Signals confidence. Builds trust.

■ "What does success look like in this role at 30, 60, and 90 days?"

Shifts you from candidate to future employee. Reveals whether they've planned your onboarding.

■ "What's the biggest challenge facing the team right now?"

Shows you think about real problems, not just job perks.

■ "How would you describe your management style?"

Tells you what working for them will be like.

■ "What separates someone who's good in this role from someone who's great?"

Reveals their internal standards and what they actually value.

- "What do you wish someone had told you before you joined?"

Surfaces unspoken culture details no other candidate will hear.

Day-of checklist

- Test your tech 30 minutes before (camera, mic, internet)
- Have water within reach
- Close every other tab and app — no notifications
- Have a printed copy of your resume and the job description
- Have your prepared questions in front of you
- Have a notepad to jot down their answers
- Sign in 5 minutes early — not earlier, not later
- Smile when the call connects. Sounds dumb. It works.

READY TO TALK?

Want to do a mock interview with real-time feedback?

Book a session at westwoodconsulting.ca