

# YOUR FIRST INTERVIEW

## *Checklist*

Use this checklist to focus on what truly matters and walk into your next interview feeling calm, confident, and prepared.

# First interview CHECKLIST

## Research the company Understand where you are applying.

- Explore the company website, LinkedIn page, blog posts, or press mentions.
- Understand what the company does, who its customers are, and how it makes money.
- If possible, try the product or service yourself.
- Write down questions that come up during your research.

## Check the fit (for yourself) Does this opportunity actually fit you?

- Ask yourself honestly: Would I enjoy working here?
- Does the product, mission, and work style match your values?
- What excites you about this role? What concerns you?
- Be ready to explain why you applied and what you are looking for in your next role.

## Prepare your story Avoid memorised speeches. Be yourself.

- Prepare a short introduction about yourself. Do not walk through your entire CV.
- Identify strong projects you are proud of and challenges or failures and what you learned.
- Reflect on: 1) Your strengths 2) Areas you are working to improve.

# *First interview* CHECKLIST

## Make it a conversation

Prepare thoughtful questions about:

- The role and daily work - understand what the job actually looks like in practice.
- The product, priorities, and challenges - learn what the team is working on.
- The team and ways of working - explore how people collaborate, communicate.
- The company and culture - see whether the environment matches your expectations.

## Communicate clearly

How you say things matters.

- Keep your answers short and easy to understand.
- Take a moment to think before you respond - this is completely fine.
- Speak calmly and clearly.
- Structure your answers around examples, not theory.

## What not to say

Avoid phrases that create a negative impression.

- Avoid long stories that lose the main point.
- Avoid apologising for your experience or minimising your skills.
- Avoid pretending to know something you don't.

# NEXT STEPS

Want to go deeper – and see why each point matters from a hiring manager’s view, or practise with a mock interview?

Book a consultation with me and we’ll prepare together.

WARMLY, YOURS

A handwritten signature in black ink, consisting of the letters 'E.M.' in a cursive, flowing style.