



PEOPLE HIVE
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

INTERVIEW PREPARATION CHECKLIST – FACE-TO-FACE

COMPANY AND ROLE RESEARCH COMPLETED

Research the company's business, culture, and the role requirements, as lack of preparation signals low interest; good practice is reviewing the company website, LinkedIn page, and job description thoroughly.

INTERVIEW OUTFIT PLANNED AND APPROPRIATE

Select professional attire aligned with the company culture, as first impressions matter; good practice is dressing slightly more formal than the everyday workplace standard.

CV AND DOCUMENTS PREPARED

Bring printed copies of your CV and relevant documents, as technical issues or requests may arise; good practice is organizing them neatly in advance.

KEY ACHIEVEMENTS PREPARED

Prepare examples of achievements and experiences, as unstructured answers reduce impact; good practice is using the STAR method to structure responses.

COMMON INTERVIEW QUESTIONS PRACTICED

Practice answering common questions confidently, as hesitation may appear as lack of competence; good practice is rehearsing concise and honest responses.

QUESTIONS FOR THE INTERVIEWER PREPARED

Prepare thoughtful questions, as this shows engagement and critical thinking; good practice is asking about expectations, team structure, and success measures.

LOGISTICS CONFIRMED

Confirm interview location, time, and travel plans, as late arrival creates a negative impression; good practice is arriving 10–15 minutes early.

-END-

PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC

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Users are responsible for adapting this template to their jurisdiction and organizational requirements.

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