

# Interview Preparation Checklist

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Module 4 · Mastering the Interview. Print this and tick it off in the days before any interview. Preparation is the single biggest controllable factor in your performance.

## 3-5 days before

- Researched the company: assets, recent news, values, and who interviews you (LinkedIn).
- Re-read the job description and listed how you meet each requirement.
- Prepared 5-6 **STAR stories**: a technical win, teamwork, conflict, failure/learning, leadership, initiative.
- Reviewed core technicals for your discipline (see the Question Bank).
- Prepared 3-5 thoughtful questions to ask them.

## 1 day before

- Outfit ready: smart, conservative, ironed (dress one level above the company norm).
- Confirmed time, location/link, and the names of your interviewers.
- Tested the video link, camera, mic and internet if it's virtual (backup: data/phone).
- Printed/queued copies of your CV and any portfolio or project samples.
- Planned the route / arrival so you're there 10-15 minutes early.

## On the day

- Arrived early; phone on silent.
- Greeted everyone warmly; firm handshake, eye contact, a genuine smile.
- Listened fully to each question before answering; asked for clarification if needed.
- Used STAR; said **"I"** and quantified results.
- Showed enthusiasm and asked your prepared questions.
- Asked about next steps and timeline before leaving.

## After

- Sent a short thank-you email within 24 hours, referencing something specific from the conversation.
- Noted what went well and what to improve for next time.
- Updated your application tracker with the outcome and follow-up date.

### Tip

Nigerian interview culture rewards punctuality, respect and confidence without arrogance. Being 15 minutes early and addressing panellists politely makes a strong first impression before you say a word.