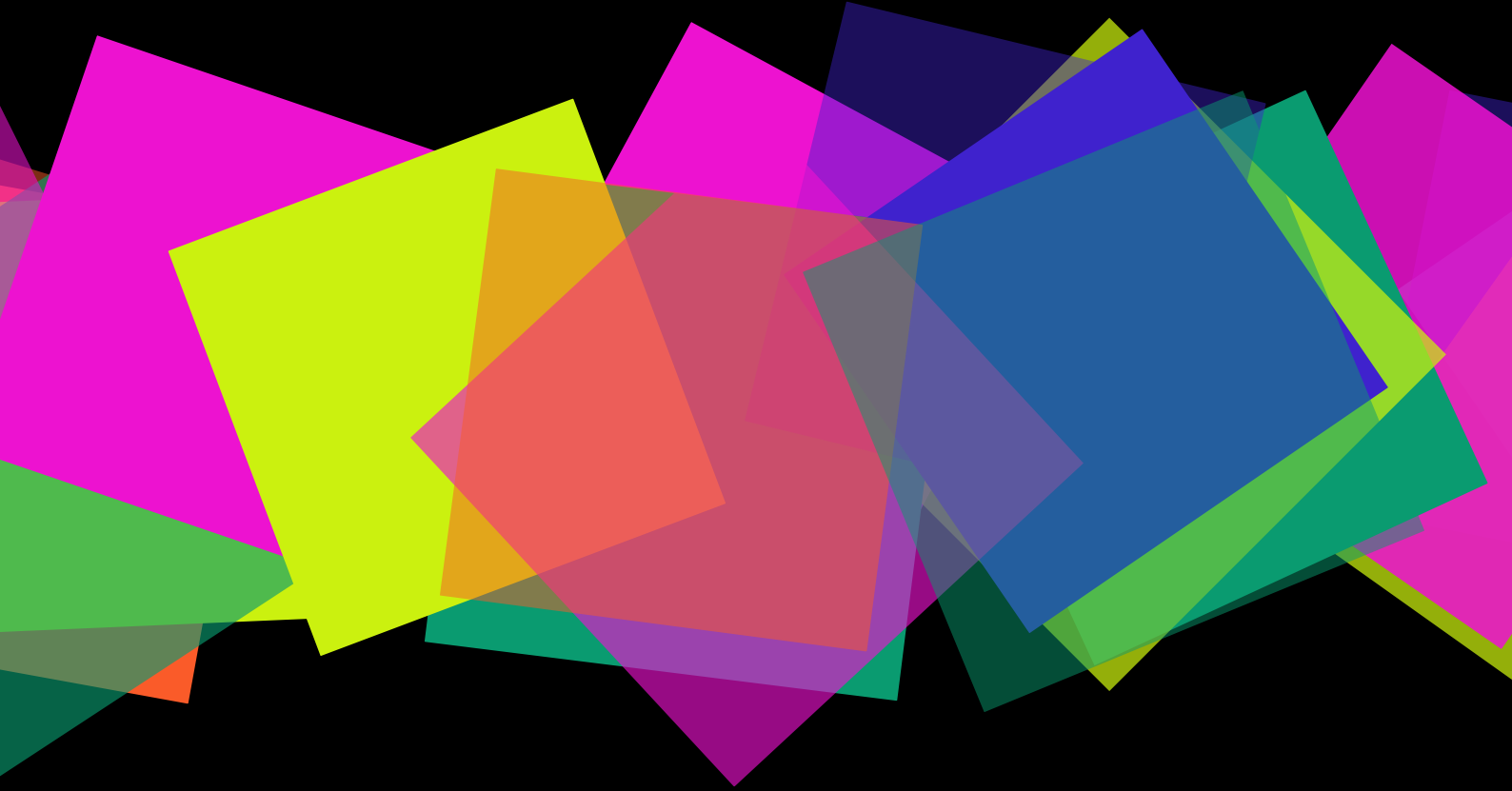




INTERVIEW PREP Checklist



2025

HELLO!

Let's get you feeling prepared for your upcoming interview, with a little help from your Workpants support crew.

Look, it's a checklist, we know operating instructions are pretty straightforward - this is the resource for you if you tick any of the following boxes:


- Feeling nervous?
- Out of practice?
- Doubting yourself?
- Really want the job?
- Unsure how to prepare?
- Keen to give it your best?
- Let's go!

Was this a pre-checklist checklist? Yup.

INTERVIEW CHECKLIST

These are the key things we think you need to do to prepare well for an interview in 2025.

Some items might seem obvious, while others might not - either way there's a lot of power in having a plan written down.

ITEM	
1 - Know the job	
2 - Company Background	
3 - Your Story	
4 - Common Interview Questions	
5 - Context - Action - Result (CAR)	
6 - Questions for Them	
7 - What to Wear	
8 - Logistics Check	
9 - Practice, practice, practice	
10 - Harness your Nerves	
11 - Post-Interview Follow Up	

In the following pages, we'll break down how to tackle each item on the list.

INTERVIEW PREP

1- KNOW THE JOB

Do your research: Have a solid understanding of the role you're applying for. Read the job description carefully and make note of key responsibilities and skills required. Ask yourself, "Why do I want this job?"

2 - COMPANY BACKGROUND

Get to know them: Learn about the company—its culture, values, and recent news. A quick scroll through their website or LinkedIn can give you a great idea of what they're all about.

3 - YOUR STORY

Your career highlights: Be ready to talk about your key achievements. What's your career story? Why does it make you a great fit for this role? Bonus points if you've got a few standout examples that align with the job.

4 - COMMON INTERVIEW QUESTIONS

Prep for the usuals: Have answers ready for common interview questions like:

- Tell me about yourself.
- Why do you want to work here?
- What's your greatest strength?
- How do you handle challenges?



INTERVIEW PREP

5 - CONTEXT - ACTION - RESULT (CAR)

Nail your answers: When faced with questions like, "Tell me about a time when...", use the CAR model (Context, Action, Result) to structure your response. Briefly describe the situation (Context), explain what you did (Action), and share the outcome (Result). This keeps your answer focused, shows off your impact, and helps you tell a compelling story.

6 - QUESTIONS FOR THEM

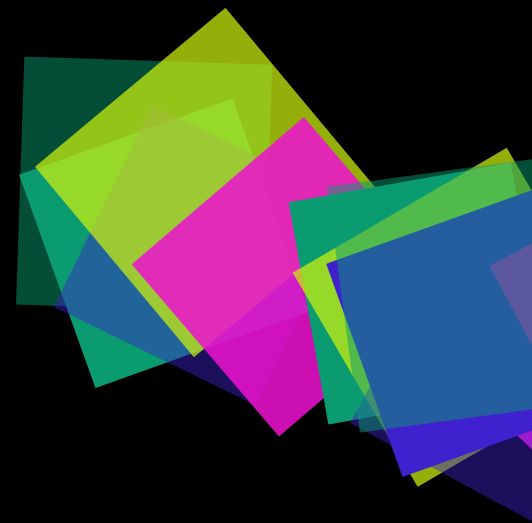
Get curious: Have at least 2-3 questions ready for your interviewers. It shows you're engaged and interested in more than just landing the gig. You might ask about team culture, career development opportunities, or what success in the role looks like.

7 - WHAT TO WEAR

Wear the pants that fit: Choose something that makes you feel confident and comfortable. Whether it's a sharp blazer or your go-to power outfit, make sure it's interview-appropriate.

8 - LOGISTICS CHECK

Know where and when: Double-check your interview time, location, or virtual link. Plan your travel or set up your tech 10-15 minutes ahead of time to avoid last-minute hiccups.



INTERVIEW PREP

9 - PRACTICE, PRACTICE, PRACTICE

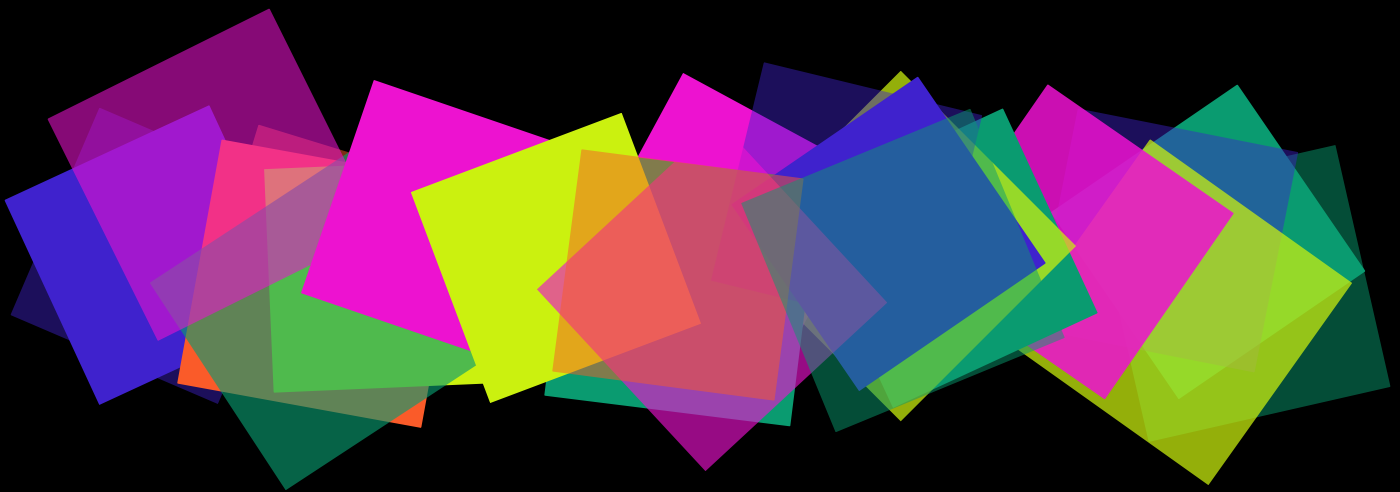
Get those nerves out: Run through your answers with a friend or in front of a mirror. Practising out loud can help you feel more comfortable and confident.

10 - HARNESS YOUR NERVES

Nerves = Excitement: Feeling nervous? That's a good thing! Instead of trying to get rid of those jitters, reframe them as excitement. Remind yourself that nerves mean you care, and that energy can help you perform at your best. Take a few deep breaths and focus on the positive—this is your chance to shine!

POST-INTERVIEW FOLLOW_UP

A little extra goes a long way: Send a brief thank-you note or email after your interview. It's a small gesture that leaves a big impression.



NEED MORE SUPPORT?

We get it, sometimes you need a bit of extra preparation.

We run 1-hour virtual sessions with qualified career counsellors who can help you put your best foot forward. If you'd value some interview coaching, book an intro chat to see how we can help.

[BOOK AN INTRO CHAT](#)

FINAL NOTES

Remember, this interview is about them learning more about you and you learning more about them.

We reckon you'll be great.

Thanks for using this resource, we've chuffed that we get to help you design work that fits!

— *Ali*

+ the Workpants Crew

