

Job Interview Preparation

Checklist

This checklist will help you consider all key aspects of job interview preparation.

Answer each item with YES or NO, and use your responses to identify areas where you can improve.

1. New experiences and personal growth

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| Are you open to try new things? | YES / NO |
| Have you ever volunteered or signed up for a project? | YES / NO |
| Have you participated in a youth exchange or international activity? | YES / NO |
| Do you believe that saying “Yes” to new opportunities can help you grow? | YES / NO |
| Are you ready to say “Yes” to new opportunities next time you have a chance? | YES / NO |
| Do you agree that every experience can bring new skills, contacts, or job opportunities? | YES / NO |
| Do you think gaining experience makes your CV more attractive? | YES / NO |
| Are you ready to make your CV more attractive? | YES / NO |

2. Online presence and digital footprint

- Are you active online? YES / NO
- Do you think that something you post now could affect your chances of getting a job in the future? YES / NO
- Do you agree that it is almost impossible to fully delete online content? YES / NO
- Do you know that many employers “Google” candidates before hiring? YES / NO
- Have you ever Googled yourself to see your digital footprint? YES / NO

3. Strong sides and self-awareness

- Do you know what your strong sides are? YES / NO
- Have you tried new things to discover your strengths? YES / NO
- Do you think it’s possible to turn a challenge (like dyslexia) into an advantage? YES / NO

4. Specific weaknesses and strategies

- Do you know strategies that help you manage ADHD or dyslexia? YES / NO
- Do you feel comfortable talking about your condition in an interview? YES / NO
- Do you agree that you are not obligated to reveal your condition? YES / NO
- Do you believe ADHD or dyslexia can be presented as a strength? YES / NO

5. CV and tools for online application

- Do you believe the visual presentation of your CV is important? YES / NO
- If you have dysgraphia or dyslexia, are you using tools that support writing and proofreading? YES / NO
- Do you know Europass? YES / NO
- Do you know tools like Canva that can help you create a CV? YES / NO
- Do you have around you a person that you can ask for feedback? YES / NO

6. Preparation for a job interview

- Have you chosen an outfit suitable for the position? YES / NO
- Have you researched the company / employer before applying? YES / NO
- Do you know the company values and online presence? YES / NO
- Did you prepare a few questions to ask the employer during the interview? YES / NO

7. Body language

Are you aware that body language can influence the impression you make? YES / NO

Are you ready to take part in activities that can improve your body language? YES / NO

Do you know how to get to the place on time? YES / NO

Do you know the address and name of the person? YES / NO

? Still unsure how to prepare?

👉 Play the following videos on:  **YouTube**

Video: “When interview day is still far”

Video: “When interview day is almost here”

Video: “When interview day is finally here”