

Job Interview Self-Review Checklist

1. Before entering the room

- I read about the company and job.
- I stay calm and take deep breaths.
- I feel confident and ready.
- I wear clean and neat clothes.
- I bring my CV or notebook.

2. Entering the room

- I greet the panel politely.
- I smile naturally.
- I make eye contact.
- I walk straight and sit upright.
- I keep my body relaxed.

3. Sitting down / starting interview

- I sit calmly and quietly.
- I keep my hands and feet still.
- I feel confident.
- I have pen and notebook ready.
- I focus on the panel.

4. Listening to questions

- I listen carefully to all words.
- I wait until the panel finishes.
- I ask politely if I do not understand.
- I take small notes quietly.
- I show interest by nodding or looking at the speaker.

5. Answering questions

- I speak politely.
- I give clear answers.
- I tell the truth.
- I take time to think.
- I give small examples.

- I smile naturally when I answer.
- I make a good impression.

6. During the interview

- I keep eye contact.
- I stay calm even if I feel nervous.
- I do not complain.
- I show interest in the questions.
- I sit upright.
- I speak clearly and not too fast.

7. Ending the interview

- I thank the panel politely.
- I leave calmly.
- I think about what I do well and what I can improve.
- I plan to send a thank-you email.
- I smile when I leave.