

Interview Readiness Checklist for Students

Printable self-assessment for middle & high school students. Use before mock interviews, work-based learning, internships, or first-job interviews.



How to use: Students mark one column for each line: **Ready**, **Unsure**, or **Not yet**. Then choose one improvement goal for the next practice.

1 Preparation

Ready	Unsure	Not yet	Checklist item
			I can explain what the role / program is and what I'd be doing.
			I can name 2-3 strengths that fit this role / program.
			I have 2 examples that show teamwork, responsibility, or leadership.
			I can describe one challenge I faced and what I learned.
			I can share availability or schedule if asked.

2 Structure (STAR)

Ready	Unsure	Not yet	Checklist item
			I can answer using STAR: Situation -> Task -> Action -> Result.
			My examples include details about what I did (not only "we").
			I can keep an answer to about 60-90 seconds.
			I can explain my impact or result (what changed because of my actions).

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3 Delivery

Ready	Unsure	Not yet	Checklist item
			I greet the interviewer confidently and introduce myself clearly.
			I speak at a steady pace and volume.
			I reduce filler words (um, like, you know) and long pauses.
			I listen fully and answer the question that was asked.
			My body language looks professional (posture, eye contact, hands).

4 Professional habits

Ready	Unsure	Not yet	Checklist item
			I can ask 1-2 good questions at the end (e.g., "What does success look like?").
			I can summarize why I'm interested in this opportunity.
			I can write a short thank-you email/message after the interview.
			I know what to do next (follow-up, timeline, who to contact).

10-minute interview prep routine (student-friendly)

- 1) 2 min:** Read the role/program and underline 3 key words.
- 2) 3 min:** Pick 2 strengths that match those key words.
- 3) 3 min:** Choose 1 STAR story you can share (teamwork or problem-solving).
- 4) 2 min:** Practise "Tell me about yourself" once out loud.

Counselor/teacher note: If a student marks "Unsure" or "Not yet" in "Structure," focus first on one strong STAR story. Confidence rises quickly when they can tell one clear example.