# Interview Checklist

Everything to prep, check, and bring to a remote job interview, so nerves don't cost you the details.

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## 24 hours before

- Re-read the job description and your own resume side by side
- Research the company: what they do, who they serve, one recent update (blog post, launch, news mention)
- Prepare 3-4 specific examples from your experience (or practice projects) that match the role's core duties
- Prepare 2-3 thoughtful questions to ask them (see below)

## 1 hour before

- Test your camera, microphone, and internet connection on the actual platform they're using (Zoom, Google Meet, etc.)
- Close unnecessary tabs and apps that could pop up notifications
- Set your background: tidy, good lighting facing you (not behind you), minimal distraction
- Have water nearby, silence your phone
- Have your resume, the job posting, and your notes open and visible to you (this is one advantage of remote interviews — use it)

## Common questions to prepare for

- "Tell me about yourself" — keep it to 60-90 seconds, focused on relevant experience, not your full life story
- "Why do you want to work here?" — reference something specific about the company, not a generic answer
- "Tell me about a time you handled a difficult situation" — use a real, specific example with a clear outcome
- "How do you stay organized/productive working remotely?" — have a real system to describe, not a vague answer
- "What are your salary expectations?" — research the range beforehand, give a range not a single number

## Questions worth asking them

- "What does a typical first 90 days look like in this role?"
- "How does the team communicate day-to-day, and how often are there live meetings vs async work?"
- "What would success in this role look like after six months?"

## After the interview

- Send a short thank-you email within 24 hours, referencing one specific thing from the conversation
- Note down what was asked, for your own future prep
- If you haven't heard back by the timeline they gave, it's fine to send one polite follow-up