

INTERVIEW PREPARATION CHECKLIST



Aadhvikha Ventures

1. Research the Company

Understanding the company is crucial to tailoring your responses.

- Read the company's website, mission statement, and recent news.
- Familiarize yourself with their products, services, and values.
- Understand the industry and key competitors.

2. Understand the Job Description

Know the role inside out to show you're a perfect fit.

- Highlight the required skills, qualifications, and responsibilities.
- Prepare examples of how your skills align with the role's requirements.

3. Prepare Questions for the Interviewer

Asking thoughtful questions demonstrates interest and engagement.

Examples:

- "What does success look like in this role?"
- "How would you describe the team dynamics?"
- "What opportunities for growth does the company offer?"

4. Update and Bring Necessary Documents

Have all required materials ready in case the interviewer requests them.

- Copies of your resume/CV (at least 3).
- A portfolio or work samples, if applicable.
- A list of references.
- Any certifications or documents mentioned in your application (e.g., IAM certification).

5. Dress Appropriately

Choose professional attire that aligns with the company culture.

- Research the company's dress code—opt for business formal unless stated otherwise.
- Ensure your clothing is clean, pressed, and fits well.

6. Test Your Technology (For Virtual Interviews)

If your interview is online, avoid technical glitches.

- Test your internet connection and video/audio setup.
- Choose a quiet, well-lit space with a neutral background.
- Familiarize yourself with the interview platform (e.g., Zoom, Teams).

7. Prepare Mentally and Physically

Feeling your best helps you perform your best.

- Get a good night's sleep before the interview.

- Eat a light, healthy meal to stay energized. Take deep breaths to manage nerves.

8. Follow Up Post-Interview

After the interview, send a thank-you email to express appreciation and reinforce your interest.

Personalize the message by referencing specific points discussed during the interview.



Getting ready for your interview? Aadhvikha Ventures wishes you all the best and good luck!