



MonkCV

# INTERVIEW PRE-CHECK CHECKLIST

A simple, powerful checklist to help you prepare, perform and follow up like a pro.

01

## BEFORE THE INTERVIEW (DAY BEFORE)



Research the company:  
mission, recent news, products.



Re-read the job description  
and mark the key needs.



Prepare answers to the top 5  
likely questions.



Prepare 3–5 smart questions  
to ask them.



Plan your route or test  
the video link.



Lay out your outfit.



Print your CV if the interview  
is in person.

02

## MORNING OF THE INTERVIEW



Eat properly.  
Do not run on stress and  
caffeine alone.



Arrive 10 minutes early  
or log on 5 minutes early.



Put your phone on silent.



Bring a notepad and pen.



Bring clean copies of your CV.

03

## DURING THE INTERVIEW



Listen to the full question  
before you answer.



Use the STAR method:  
Situation, Task, Action, Result.



Ask your prepared questions.



Do not badmouth  
previous employers.



Note interviewer names.

04

## AFTER THE INTERVIEW



Send a thank-you email  
within 24 hours.



Note what went well and  
what to improve.



Follow up if there is no  
response after 1 week.



### FAST WIN

Read the job description one last time before you walk in.  
Most people do not.



### ★ THE STAR METHOD ★

S

#### SITUATION

Set the scene.  
Where, when,  
context.



T

#### TASK

Your specific  
role and  
responsibility.



A

#### ACTION

What YOU did.  
Be specific.



R

#### RESULT

The outcome.  
Use numbers  
and impact.



# The STAR Method — Worked Example

How to answer: "Tell me about a time you dealt with a difficult customer."

## SITUATION

Set the scene — where, when, context.

S

### EXAMPLE:

*"I was working as an account manager at a logistics firm. One of our biggest clients was threatening to leave after a series of missed delivery deadlines."*

## TASK

Your specific role — what were YOU responsible for?

T

### EXAMPLE:

*"It was my responsibility to manage the relationship and find a solution before we lost the contract — worth around £200k annually."*

## ACTION

What YOU did — say I not we. This is the most important part.

A

### EXAMPLE:

*"I arranged an emergency call with their MD, owned the mistakes directly rather than making excuses, and proposed a dedicated delivery slot. I also worked with our ops team to build a real-time tracking dashboard just for their account."*

## RESULT

The outcome — use numbers wherever possible.

R

### EXAMPLE:

*"They stayed. Over 6 months their satisfaction score went from 4/10 to 9/10 and they increased their contract by 15%."*

## PRO TIPS

- Keep your answer to 90 seconds — practise it out loud beforehand.
- Prepare 5-6 STAR stories before any interview. Most questions can be answered with the same ones.
- Always end on the Result — don't trail off. A strong finish is what they remember.