



Interview success checklist

*Interview Dos and Don'ts:
Before, During, and After*

explore what's **possible**

Before the Interview

Congratulations! You've gotten your foot in the door with a great CV (and maybe the help of a Quantum recruiter!)

Here's how to prepare before the big day.

DO

- ✓ Research the company, industry, and role.
- ✓ Read the job description thoroughly.
- ✓ Identify something that excites you about the role.
- ✓ Look up your interviewer(s) on LinkedIn.
- ✓ Review your CV and memorize key achievements.
- ✓ Prepare examples that show impact, not just duties.
- ✓ Create and practice a quick elevator pitch.
- ✓ Rehearse commonly asked questions with a friend.
- ✓ Bring a list of questions for the interviewer.
- ✓ Dress to impress.
- ✓ Print or save a copy of your CV.
- ✓ Arrive 5-10 minutes early (in-person) or 2 minutes early (virtual).

During the Interview

Every detail counts when you're being interviewed, so lean into the following actions to help you make a great first impression.

DO

- ✓ Shake hands firmly.
- ✓ Maintain eye contact.
- ✓ Show enthusiasm about the opportunity.
- ✓ Know what you want and communicate it honestly.
- ✓ Show your sense of humour and unique qualities.
- ✓ Appear poised. Sit tall, chin up, and stay composed.
- ✓ Show confidence. Lean in slightly or “steeple” your fingers (lightly touching fingertips in a triangle).
- ✓ Smile. Convey warmth and openness.

During the Interview

Even great candidates can slip up. Avoid these common pitfalls to keep the focus where it belongs.

DON'T

- ✖ Make negative comments about past employers.
- ✖ Act too familiar with the interviewer. Show respect.
- ✖ Gesture or fidget nervously (e.g., clearing throat repeatedly, playing with hair, twiddling thumbs, etc.)
- ✖ Display defensiveness. Crossing arms, squinting, frowning, leaning back, averting your eyes, etc.
- ✖ Be too modest. Sell yourself!

After the Interview

You've done the hard part, so now finish strong!

DO

- ✓ Exit self-assuredly with a firm handshake, a smile, and direct eye contact.
- ✓ Let them know that you are very interested in the position.
- ✓ Ask them what the next step is and when you can expect to hear from them.
- ✓ Send the recruiter or hiring manager a quick thank you email within 24 hours. Reaffirm your interest and mention a positive detail or two from your conversation.

Relax, smile, and let your best self shine.

