PAVIRO GLOBAL / CAREER RESOURCE

Interview Preparation Checklist

A practical checklist to help you prepare for technical, behavioral and role-specific interviews.

FOR
Students · Freshers · Working Professionals

FORMAT
Checklist + Preparation Worksheet

HOW TO USE THIS CHECKLIST

Tick each item as you complete it. Use the planning spaces to note your own examples, projects and questions. The goal is preparation and clarity—not memorizing scripted answers.

Build Skills. Create Opportunities. Go Global.

01 / BEFORE THE INTERVIEW

Pre-Interview Checklist

Complete these checks before your final revision.

Preparation

- ■ Read the complete job description.
- ■ Identify the main responsibilities of the role.
- ■ Identify the skills and technologies mentioned in the job description.
- ■ Research the organization and understand the role.
- ■ Review your resume from the interviewer's perspective.
- ■ Be ready to explain every important item on your resume.
- ■ Review your projects and prepare a simple explanation of each.
- ■ Check that your GitHub, portfolio or professional profile is up to date, where relevant.
- ■ Confirm the interview date, time and format.
- ■ Keep required documents or information ready.

QUICK SELF-CHECK

Can you explain your resume confidently without reading it? Can you explain what you personally contributed to your projects?

My preparation priorities

1	_____
2	_____
3	_____

02 / TECHNICAL PREPARATION

Technical Interview Checklist

Use the role requirements to decide which topics need the most revision.

Core Fundamentals

- ■ Programming fundamentals
- ■ Data structures and algorithms
- ■ APIs and HTTP basics
- ■ Debugging and problem-solving approach
- ■ Object-oriented programming concepts
- ■ Database and SQL fundamentals
- ■ Git and GitHub fundamentals

For Web / Software Roles

- ■ Frontend fundamentals
- ■ REST APIs
- ■ Database design concepts
- ■ Basic security concepts
- ■ Backend fundamentals
- ■ Authentication and authorization
- ■ Error handling
- ■ Performance considerations

Project Questions

- ■ Explain the project objective clearly.
- ■ Explain the application architecture.
- ■ Explain why you selected the main technologies.
- ■ Explain your individual contribution.
- ■ Explain one major technical challenge and how you approached it.
- ■ Explain an important bug or issue and how it was resolved.
- ■ Explain what you would improve if you had more time.

REVISION RULE

Prioritize technologies and concepts that are actually relevant to the role. Do not try to revise everything equally.

Behavioral Interview Checklist

Prepare real examples from your study, project or work experience.

S Situation	T Task	A Action	R Result

Practice Questions

- Tell me about yourself.
- Why do you want this role?
- Why are you interested in this organization?
- Why should we consider you for this role?
- Tell me about a challenging situation you handled.
- Tell me about a mistake or failure and what you learned from it.
- Tell me about a project you are proud of.
- How do you handle deadlines or pressure?
- How do you handle disagreement in a team?
- What skills are you currently working to improve?

My STAR example

Situation	_____
Task	_____
Action	_____
Result	_____

Project & Architecture Checklist

Be ready to explain how your project works—not only what technologies it uses.

Architecture Review

- ■ Application architecture
- ■ API communication
- ■ Database structure
- ■ Error handling
- ■ Performance considerations
- ■ Frontend → backend → database flow
- ■ Authentication flow
- ■ Scalability basics
- ■ Security considerations
- ■ Deployment approach

Explain your project in 2–3 minutes

USER	→	**FRONTEND**	→	**API**	→	**BACKEND**	→	**DATABASE**

My project explanation notes

Project goal	_____
My contribution	_____
Main challenge	_____
Technical decision	_____
Future improvement	_____

REMEMBER

Only claim work and technical decisions that you can explain accurately. Interviewers may ask follow-up questions.

05 / INTERVIEW DAY

Final 24-Hour Checklist

Use this page for your final review before the interview.

Final Checks

- ■ Resume reviewed one final time.
- ■ Job description reviewed.
- ■ Organization research completed.
- ■ Technical concepts prioritized and revised.
- ■ Projects revised and explained aloud.
- ■ Behavioral examples practiced.
- ■ Questions for the interviewer prepared.
- ■ Resume / portfolio / GitHub links ready, where relevant.
- ■ Required documents ready.
- ■ Laptop and charger ready, if required.
- ■ Internet connection checked for an online interview.
- ■ Camera and microphone checked.
- ■ Interview link tested.
- ■ Professional and quiet interview environment prepared.
- ■ Interviewer's name and role noted.
- ■ Plan to join 10–15 minutes early.
- ■ Get adequate rest before the interview.

Questions I want to ask

- ■ What would success look like in this role?
- ■ What kind of projects would I work on?
- ■ What does the team structure look like?
- ■ What technologies does the team currently use?
- ■ What are the learning opportunities in this role?
- ■ What are the next steps in the interview process?

FINAL REMINDER

Prepare your own examples, understand the role, and be honest about your experience. Interview requirements can vary by role and organization.

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