



Candidate Self-Assessment Checklist

Understanding the Role & Process

- I have read the job description and understand the key responsibilities.
- I am familiar with Airways' values and company culture.
- I understand the assessment process and what skills are being evaluated.

Preparing for the Interview

- I have reviewed the competencies listed in the job description.
- I have practiced answering behavioural questions using STAR (Situation, Task, Action, Result).
- I have prepared specific examples from my experience to highlight my suitability.
- I have done a mock interview or practiced speaking my answers out loud.

Interview Day Readiness

- I have checked if my interview is in person or virtual and reviewed the details.
- I have planned my travel time or tested my technology setup in advance.
- I have chosen professional attire that makes me feel confident.
- I have a quiet, distraction-free space for a virtual interview.

Staying Composed & Engaged

- I am prepared to pause and collect my thoughts if I don't know an answer.
- I know I can ask to circle back to a question if I need more time.
- I will actively listen, engage with the panel, and show enthusiasm.

Finishing Strong & Following Up

- I have at least two questions prepared for the interview panel.
- I plan to send a thank-you email after the interview.
- I understand the expected timeline for follow-up.

Final Check:

- I feel confident in my understanding of the role and Airways' values.
 - I have clear examples to demonstrate my skills and experience.
 - I am ready to present myself professionally and engage with the panel.
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