

INTERVIEW CHECKLIST

PREPARATION

- Think about questions you could be asked and practice answering them
- List the main points that you want to bring up about your suitability to this job
- Write down a list of questions you want to ask
- Prepare an answer, which identifies your career goals. Employers are far more impressed by job seekers who have clearly defined career goals as this demonstrates ambition, drive and the will to succeed
- Research the company making note of where their locations are, what their products and services are, what its growth has been and its market share if relevant and its future direction
- Refresh your memory on the facts and figures of your present / former employer. You will be expected to know at least the basics of the company you currently or previously worked for, as this will demonstrate your interest, commitment and dedication as a potential employee
- Make sure you have all of the details of the employer, including name of the person you have to meet
- Bring at least two copies of your resume
- You may be required to bring in relevant documents so make sure they are in a well presented folder and have been photocopied so you can leave a copy with the employer. This will already demonstrate your organisational skills and your professionalism
- Remember as soon as you walk through that door you will be under observation

THE INTERVIEW

- Be prompt and arrive at the appointed time. If for any reason you are delayed, phone and reschedule the interview as soon as possible
- Complete an application form if required regardless if the same information is already on your resume. Employers will look at your willingness to cooperate and may even check that your application form has the same information as your resume
- Appear poised and alert. Make sure your clothing is comfortable and appropriate and try to seat yourself comfortably without sprawling
- Turn off your mobile phone!
- Be aware of your body language so you present yourself positively
- Shake hands firmly with the interviewer and smile
- Wait until you are invited to sit before you do
- Speak clearly and not too fast
- Take the time to think before you answer
- Look the interviewer in the eye
- Show interest and enthusiasm
- Be mindful of your tone of voice, stay positive and sincere
- Be polite at all times. Should the interviewer do anything to provoke your hostility, keep it under wraps until you leave the interview
- Know what you want. If the interviewer asks, "What kind of work would you like to do?" Give a concrete answer. "I don't know, I'll do anything", gives the impression that there is nothing you can do
- Ask questions. If there are aspects of the job that are not clear to you – ask. Whether your questions concern duties or benefits, you have a right to know
- Thank the interviewer for their time