

# Interview Preparation Checklist

## Before the Interview

- Do your research – check out the company, find out what their mission and values are, what they do, where they are located, their company image and where they are headed.
- Find out as much as you can about the position – what are the tasks of the role? What qualities will the employer be looking for?
- Plan responses to questions and practice with someone (or at least out loud with yourself)
- Prepare the questions that you can ask interviewer.
- Practice greeting people so you feel completely comfortable with your handshake
- Have an up to date copy of your resume printed and in a clean display folder
- Plan your outfit – make it relevant to the company and position
- Sort out your hair and get it cut if need be
- Know where you are going, how you're going to get there and how long it's going to take
- Write down all the details of who you are meeting and where as well as a contact phone number

## On the day

- Make sure your outfit is clean, ironed and tear free
- Shoes are clean
- Hair is neat and tidy
- Don't overdo it! Go easy on the makeup, perfume/scent, accessories and jewellery. This is an interview not a date!
- Keep piercings to a minimum and think about whether you should cover any tattoos or body art.
- Be fresh – shower! Use deodorant.
- Leave early – you don't want the stress of running late, nor do you want to be hot and sweaty.
- Don't arrive too early – people are usually pretty busy and they won't appreciate being interrupted

## During the Interview

- Introduce yourself in a friendly but confident way with a firm handshake
- Keep good eye contact – aim for about 75%
- Keep your body language open and positive – avoid the slouch!
- Be confident but not arrogant
- Be enthusiastic but don't go over the top!
- Don't forget to listen and don't be afraid to clarify questions if you don't get it the first time
- Take your time to prepare your answers and speak slowly and clearly
- Use the KISS & STAR models
- At the end thank the interviewer for their time.