

Interview Preparation Checklist

Landed an interview? Don't go in there blind; if you want to impress you'd better prepare. Here's a checklist to help you do just that.

Learn your audience

- Who will be interviewing you? Learn their names and roles
- How many people will be interviewing you?
- Do you have a contact number?

Research the company

- What does the company do?
- Is it a small or large company?
- Who is the company owner?
- How long has it been established for?
- What is the industry like?
- Who are the competitors?
- Who are the company's clients/customers?
- Where would you fit into the company?

Who are they looking for?

- Re-read all of the literature provided about the job
- What skills do they need?
- How can you demonstrate that you're who they want?
- How do you match the company's attitude and personality?

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What questions might you be asked?

- Prepare three strengths and three weaknesses
- Why are you leaving your current job?
- Where do you want to be in three years' time?
- Are there any industry-specific questions you're normally asked?

What questions do you want to ask?

- About the role
- About the company
- About training and chances for progression

What to take with you

- Your CV (the same one that you applied with!)
- Examples of work if applicable
- Your list of questions to ask
- A pen and paper
- Any requested documents

Plan what you're going to wear

- Make sure everything is packed
- Get your outfit ironed and ready to wear the day before

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Plan your journey

- Where's the interview?
- How will you get there?
- Plan to arrive early
- Is there a number to call if you get lost?

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