

Interview Checklist

When preparing for an interview check the following...

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Before

- You have reviewed the description and person specification for the job you are being interviewed for and re-read all the application documents you submitted when you applied.
- You have anticipated questions they are likely to ask you, planned how you will answer and thought about what specific examples you will use, bearing in mind that it's best not to be over-prepared to the point where your answers will sound like you are reciting lines.
- You have re-familiarised yourself with information about the organisation, including research on their website, all of their social media presences and in the media.
- You have seen a Careers Adviser to talk through likely interview questions and how you will prepare or to have an interview preparation appointment to practice in advance.
- You have read all the details provided for your interview so that you can plan ahead. You may be asked to take certain documents with you and to prepare things in advance, a presentation for example.
- You have planned your journey for the interview carefully, giving yourself plenty of time to get there and aiming to arrive about 10 minutes early.
- You have the organisation's contact details with you so that in case anything unexpected delays you, or you get lost, you can phone ahead.
- You have dressed in smart, business attire.
- If it's a telephone interview and you will be using your mobile, ensure it is fully charged and you have a good signal. For Skype, check in advance that everything is working ok, perhaps doing a test call with a friend.

During

- You are polite and professional with everyone you meet from the moment you arrive until the moment you leave the building.
- You think positively. While it's natural to be nervous, be confident and remember that they wouldn't be interviewing you if they didn't think you were suitable.
- You shake hands with your interviewer(s) when you enter the interview room.
- You listen carefully to everything your interviewer(s) tell you and ask you.
- You are aware of your body language, sitting up straight, not crossing your arms or legs and not fidgeting. Maintain good eye contact but don't stare.
- You politely get clarification from the interviewer(s) if you are not sure exactly what is being asked of you in any of the interview questions.
- You answer questions fully and accurately, using the STAR technique when responding to competency questions.
- You consider the full range of your skills and experience, identify which are the most relevant for each question, and articulate them in a positive way that the employer will understand.
- You ask any questions you have prepared when prompted to do so and if appropriate.
- You thank the interviewer(s) for their time when the interview comes to an end.

After

- You make a note of the questions you were asked and an outline of the answers you gave as soon as possible as you are likely to forget and this may help you to prepare for future interviews.
- You send a brief thank-you email to your interviewer(s) the following day if you feel it's appropriate, thanking them again for the opportunity and affirming your interest in the role and the organisation. Check that your spelling and grammar are spot on and don't pester them for a decision!