



## Interview Checklist

Good employers understand the advantages and disadvantages of interviewing, but the process is becoming more structured and fair. Companies may still use unexpected questions or a psychometric test to help assess personality. Depending on the role, you might be asked to do tests or take part in a role-play or presentation.

The secret to a successful interview lies in the preparation; it's worth spending time doing your homework. If you stick to these guidelines, you'll have no problem handling the questions in your next job interview.

### Before the interview

- Research the organisation, check their website and look at industry news on the internet
- Prepare answers to standard interview questions; practise them with someone you trust
- If possible find out the name of the person or people interviewing you and their role
- Check the format of the interview e.g. will it involve tests or a presentation?
- Always dress appropriately for the interview and prepare an interview outfit in advance
- Print out spare copies of your CV to take with you
- Re-read your CV and the job description prior to the interview
- Plan the journey to the interview; consider doing a practice run to check timings
- Check the news and traffic reports to make sure there are no delays
- Take a contact number for the company in case there are any problems on the way

### At the interview

Interview styles can vary dramatically. Whatever the situation, try to remember:

- Switch off your phone
- Take off any heavy coats
- Smile and keep your body language positive
- Be friendly and courteous to everyone - you never know who might have a say in your appointment
- When answering interview questions, focus on their key words and link this to relevant experience on your CV
- Make the most of your research about the organisation and industry and quote it where appropriate
- If you face a panel, make sure you talk to everyone rather than to one person
- Find out as much as you can about the job: Who would you report to? Why is the job vacant? What are the promotion prospects?
- Never mention salary unless prompted, even then do not agree on specifics without time to think





- Always let the interviewer finish before giving your response
- Be ready with a few questions for the interviewer, this shows you're interested, always ask when you can expect to hear back

Sometime the interviewer might want to provoke a stronger reaction with difficult interview questions:

- What are your weaknesses?
- What would your colleagues say are your weaknesses?
- Describe a situation when your work was criticised.

Success here depends more on not getting flustered and thinking on your feet, rather than having the 'right' answer. Just be honest and give reasons for your answers.

### **After the interview**

It's always good to review your performance, learn from the experience and prepare for the next step.

- Try to remember the interview questions you were asked and how you answered them to see if you could improve in future
- If unsuccessful, contact the interviewer and ask for constructive criticism or feedback. Use any feedback constructively to refine your technique at your next interview.