



## Interview Checklist

### Prior to submitting an application:

- Ensure your voicemail message is appropriate
- Make sure your email address is appropriate
- Spell and grammar check your CV, ensure it is up to date

### Prior to interview:

- Research the organisation and job
- Prepare 2 or 3 questions that show an interest in the job or organisation
- Work out how to get to the interview
- Prepare answers to some typical questions
- Prepare examples of when you have used skills relevant to the job

### Responsiveness:

- Bring a copy of your CV and certificates
- Bring a pad of paper and a pen for notes
- Turn off your phone
- Be on time
- Refer to job advert when answering questions
- Show enthusiasm
- Speak clearly
- Avoid slang
- Answer questions clearly and concisely
- Focus on strengths
- Avoid interrupting



**Appearance:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Wear clean and ironed clothing, and clean smart shoes |
| <input type="checkbox"/> | Make sure your fingernails are clean                  |
| <input type="checkbox"/> | Wear conservative make up/accessories/nail varnish    |
| <input type="checkbox"/> | Cover tattoos with long sleeves                       |
| <input type="checkbox"/> | Remove facial peircings                               |
| <input type="checkbox"/> | Remove chewing gum                                    |

**Attitude:**

- |                          |                              |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Be respectful                |
| <input type="checkbox"/> | Be positive and enthusiastic |
| <input type="checkbox"/> | Be knowledgeable             |
| <input type="checkbox"/> | Use interviewers name        |
| <input type="checkbox"/> | Be mature and professional   |

**Body Language:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Shake hands firmly  |
| <input type="checkbox"/> | Smile   |
| <input type="checkbox"/> | Sit when you are offered a seat                                   |
| <input type="checkbox"/> | Sit up straight   |
| <input type="checkbox"/> | Be attentive, nod or take notes                                   |
| <input type="checkbox"/> | Avoid negative behaviour (yawning, crossing arms, checking phone) |
| <input type="checkbox"/> | No fidgeting  |

**Closing the interview:**

- |                          |                                       |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Ask any questions you prepared before |
| <input type="checkbox"/> | Stand and shake hands                 |
| <input type="checkbox"/> | Thank the interviewer for their time  |
| <input type="checkbox"/> | Emphasise your interest in the job    |
| <input type="checkbox"/> | Ask when a decision will be made      |