

# Interview Checklist

By Alex Strickland

- Pre Interview
  - Attend a workshop on interviewing skills.
  - Do your homework!
  - Make sure you know the name of the person or people interviewing you.
  - Research your interviewers - Google their names and check LinkedIn.
  - Check the format of the interview.
  - Think about the questions you might be asked.
  - Think of the responses you could make.
  - Develop questions that you can ask your interviewers.
  - Put yourself in the interviewer's shoes and think of what you would want to find out about yourself.
  - Practice interviewing by answering questions in front of your mirror.
  - Have a friend or family member ask you questions to work on your answers and delivery.
  - Videotape yourself and then watch the tape.
  - Take a contact number with you in case there are any problems.
  - Plan the journey and check for delays.
  - Print out a map of your route.
  - Leave a good half hour before you think you need to.
  - Organise your portfolio.
  - Bring along any relevant materials.
  - Use a briefcase or attache case.
- At the Interview
  - All clothing should be neatly pressed.
  - Be on time.
  - Look the part and be positive.
  - Listen intently and respond clearly.
  - Maintain good eye contact with the interviewer/s.
  - Bring along two blue or black pens as well as a notepad.
  - Switch off your mobile phone.
  - Do not smoke during your interview or immediately before.

- After the Interview
  - Evaluate your technique and the entire experience.
  - Promptly send handwritten thank-you notes to each person who interviewed you.
  - Relax and wait for the results of your hard work