

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