

INTERVIEW CHECKLIST

Do you know how to make a positive first impression at a job interview? Use this checklist to help prepare for your next interview.

PRIOR TO SUBMITTING AN APPLICATION

- Ensure your voicemail message on your mobile phone is appropriate
- Make sure your email address is sensible and will represent you in a mature way
- Spell and grammar check your CV; ensure it is up to date.

PRIOR TO INTERVIEW

- Research the organisation and job that you are applying for
- Prepare at least 2 questions that show an interest in the job and organisation
- Work out how to get to the interview and how long the journey will take – allow enough time to arrive at least 15 minutes early
- Prepare answers to some typical interview questions – eg “why do you want this job?”
- Prepare examples of when you have used skills relevant to the job

BODY LANGUAGE

- Shake hands firmly (if appropriate)
- Smile
- Sit when you are offered a seat
- Be attentive, nod or take notes
- Make eye contact but avoid staring
- Avoid negative behaviour (yawning, crossing your arms, checking your watch, looking at your feet)
- Be composed (no fidgeting, playing with hair, tapping your feet)

RESPONSIVENESS

- Bring a copy of your CV, the application form and the job advert with you
- Bring a pad and pen to take notes
- Switch off your phone and set to silent (turn off vibrate as this can still be heard)
- Be on time (or early)
- Refer to the job advert when answering questions
- Show enthusiasm
- Speak clearly, using proper grammar
- Avoid slang, swearing and suggestive language
- Answer questions clearly and concisely
- Focus on your strengths
- Avoid interrupting the interviewer

ATTITUDE

- Be respectful
- Be positive and enthusiastic
- Be attentive
- Be knowledgeable about the company
- Use the interviewer's name
- Be professional and mature

CLOSING THE INTERVIEW

- Ask any questions about the organisation/job that you prepared prior to the interview
- Stand and shake hands (if appropriate)
- Thank the interviewer for his/her time
- Emphasise your interest in the job
- Ask when a decision will be made.

