



Interview Checklist

Prior to submitting an application:

1. Make sure your email address is appropriate
2. Spell and grammar check your CV, ensure it is up to date
3. Research the organisation and job

Prior to interview:

1. Ensure your voicemail message is appropriate
2. Bring a copy of your CV and certificates
3. Bring a pad of paper and a pen for notes
4. Prepare 2 or 3 questions that show an interest in the job or organisation
5. Work out how to get to the interview
6. Prepare answers to some typical questions
7. Prepare examples of when you have used skills relevant to the job
8. Turn off your phone
9. Be on time

Responsiveness:

1. Refer to job advert when answering questions
2. Show enthusiasm
3. Speak clearly
4. Avoid slang
5. Avoid interrupting
6. Focus on strengths
7. Answer questions clearly and concisely

Attitude:

1. Be respectful
2. Be positive and enthusiastic
3. Be knowledgeable
4. Use interviewers name
5. Be mature and professional

Appearance:

1. Wear clean and ironed clothing, and clean smart shoes
2. Make sure your fingernails are clean
3. Wear conservative make up/accessories/nail varnish
4. Cover tattoos with long sleeves
5. Remove facial piercings
6. Remove chewing gum



Body Language:

1. Shake hands firmly
2. Smile
3. Sit when you are offered a seat
4. Stand and shake hands
5. Sit up straight
6. Be attentive, nod or take notes
7. Avoid negative behaviour (yawning, crossing arms, checking phone - which should be off!)
8. No fidgeting

Closing the interview:

1. Ask any questions you prepared before
2. Thank the interviewer for their time
3. Emphasise your interest in the job
4. Ask when a decision will be made