# Job Interview Checklist

A person wearing a white shirt

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**Step 1 – Complete these essential exercises.**

☐ **Review your application** – Many interviewers refer to candidates’ applications during an interview or ask questions about something they’ve written. Remind yourself what you wrote in your application.

☐ **Align your skills and experience to the role** – Print the job description and use the **Competency Matching Grid** to plan how to evidence each competency during your interview.

☐ **Research the company** – Find out key information about the company you have an interview with. **Use the Company Research Sheet** to keep a record of this.

**Step 2 – Prepare and practice answers to the most common questions.**

know your main responsibilities from your current and previous employments. Think of positive scenarios to questions being asked and if you don’t have experience in that task, be positive and promote your skills as transferable.

☐ Tell us about yourself?

☐ What do you know about the company?

☐ Why did you decide to apply for the role?

☐ Why should we hire you?

☐ What skills and experience do you have which is relevant for this role?

☐ Why are you leaving your current role (or Why did you leave your previous role?)

☐ Tell me about a time… (you worked as part of a team etc)

☐ What are your strengths and weaknesses?

☐ Where do you see yourself in 5 years?

# Use the Interview Answer Planning Workbook to help structure your answers to these questions.

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**Step 3 – Prepare 3 questions to ask at the end of the interview.**

Good questions make you stand out from the competition and can also demonstrate your knowledge of and interest in the role and company. Use **the Interview Answer Planning Workbook** to help plan these.

☐ **Question 1** - What are the main challenges associated with this role?

☐ **Question 2** – Can you tell me about the working culture within the team?

☐ **Question 3** – Are there opportunities to progress within the role?

**Step 4 – Prepare for your interview day.**

☐ **Plan your route to the interview** – and have a back-up plan in case of delays on public transport or traffic. Aim to arrive 15 minutes before your scheduled interview time and no earlier.

☐ **Print copies of your CV/resume** (and if suitable a portfolio) – you need enough copies for each interviewer and 3 extra copies.

☐ **Have a note pad prepared with your company research and end of interview question** - An interview is not a memory test you can review your notes when asked without putting yourself under additional stress.

☐ **Pick out your interview outfit** - if the company has supplied a dress code stick to this, but otherwise dress smartly. Iron your clothes before the interview day to avoid any last-minute stress.

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**Step 5 – After your interview**

It’s not enough to be qualified for a position hiring mangers are looking for candidates who show passion towards the company and joining the team. Not just wanting a job.

☐ **Write personalised thank you emails** – Send to each interview within 24 hours thanking them for the opportunity and re-emphasise your desire to work for the company.

☐ **Reflect** - **Use the Interview Reflection Sheet** to note down and assess questions you were asked. This may be useful if you have more than one interview.

☐ **Follow up** – If you don’t hear back from the company, call them to see if a decision has been made and ask for feedback.