



## Interview Checklist

- Check that you have interview clothes and shoes ready (clean/ironed - polished shoes). Choose appropriate jewelry (nothing too big and shiny)
- Personal grooming (shower, shave, brush teeth, brush hair, be subtle with make-up, perfume, aftershave)
- Know where you are going (write down the address). Do a practice drive by and check where parking is available
- If you are driving, bring money for parking
- If you are catching the bus - leave earlier to allow for delays
- Ensure you have read and understood the job description
- Ensure you have completed some research on the company
- Know and understand your CV - so you can sell your strengths, skills and experiences
- Take your original CV to the interview (along with original documentation; e.g. certificates)
- Prepare STAR scenarios (Situation, Task, Action and Results)
- Practice interview questions in advance (role-play with someone)
- Prepare questions to ask at the interview (at least 2)
- Take pen and paper with you (in case you want to write notes or refer to notes - don't forget to 'advise the interviewer that you would like to refer to your notes')
- Take your portfolio of work with you if you have examples to show but avoid showing information that has too much text - photos are good!