

Step 1 - Do your research!

What exactly does the firm do/make/sell?

Who are their customers?

Has there been anything related in the news recently?

What will you be expected to do in the job?

How exactly are *you* suited to the job?

Step 2 - Plan your journey

How long will it take to get there?

Are you going by car and if so do you know where to park?

If you're using public transport do you know the bus times?

Have you had a practice run to make sure you know the location?

Have you got a back up plan in case something goes wrong last minute?

Step 3 - What to wear?

Have you planned your outfit?

Is it suitable for the position you're applying for?

Will it be ready in advance so you can save time on the day?

Step 4 - The interview itself

How long will it last?

How many people will be interviewing you?

What are their positions in the company?

Do you need to prepare a presentation or something similar?

Have you got everything you need to take with you ready? (e.g application, CV, references, notes etc.)

Interview Preparation Checklist

Step 6 - Relax!

If you usually get nervous when being interviewed have you found any relaxation techniques that help keep you calm and focused?

Step 5 - Question Preparation

Have you had a think about what you may be asked?

Have you formed basic answers to some of these?

Will using index cards for key points be of help to you?