

# Interview Checklist

Before you leave the house always double check

## PRACTICALITIES



- Have you got the correct **location and time** for your interview?
- Do you know how you will **get** to your interview and in plenty of time?
- Do you have the **company phone number** in case you need to contact them?
- Are your interview **clothes clean** and your **shoes polished**?
- Do you have all the **documents or information** you were asked to bring?
- Do you know the **name of the person** you are planning to meet?
- Are you aware of body odor and **hygiene**?
- Is your **hair/make up professional** and tidy?
- Have you practised positive **body language**?
- Is your **mobile phone on silent**?

## INTERVIEW CONTENT

- Do you know the **format** of the interview i.e. panel, tasks, assessment tests?
- Have you **researched** the company past the first page of their website?
- Can you **summarise** your achievements and experiences when they ask you about yourself?
- Have you **re-read** your CV or application form?
- Can you identify your top three **skills** as they relate to the position advertised?
- Do you know how to discuss your **strengths and weaknesses** in a way appropriate to the job?
- Can you provide **strong clear evidence of past experience** for the contextual questions?
- Do you have at least **six questions** to ask them at the end of the interview?



## USEFUL WEBSITES

[www.prospects.ac.uk](http://www.prospects.ac.uk) – Graduate website with interview techniques and information about careers with specific courses

[www.gradireland.com](http://www.gradireland.com) – Information about graduate jobs and careers throughout Ireland

[www.targetjobs.co.uk/careers-advice/interview-techniques](http://www.targetjobs.co.uk/careers-advice/interview-techniques) - Help with different types of interviews and tricky questions

[www.allaboutcareers.com/careers-advice](http://www.allaboutcareers.com/careers-advice) - up to date articles on issues around interviews

[www.qub.ac.uk/careers](http://www.qub.ac.uk/careers) - Also links to book an appointment with a Careers Consultant