nterview Checklist

Before you leave the house always double check

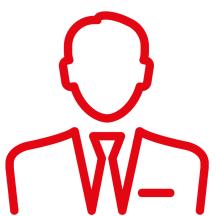
PRACTICALITIES



- Have you got the correct <u>location and time</u> 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 <u>clothes clean</u> and your <u>shoes polished</u>?
- Do you have all the <u>documents or information</u> 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 <u>body language</u>?
- 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 - Graduate website with interview techniques and information about careers with specific courses

www.gradireland.com - Information about graduate jobs and careers throughout Ireland

www.targetjobs.co.uk/careers-advice/interview-techniques - Help with different types of interviews and tricky questions

www.allaboutcareers.com/careers-advice - up to date articles on issues around interviews

www.qub.ac.uk/careers - Also links to book an appointment with a Careers Consultant

