



ARE YOU READY FOR THE JOB INTERVIEW?

What you may want to do leading up to the interview...

- ✓ Check out the prospective employers' website.
- ✓ Check out the Facebook.
- ✓ Look into the history of the company.
- ✓ Familiarise yourself with what their point of difference is in the industry they operate in.
- ✓ Find out what is current in their world.
- ✓ Network with your family, friends & trusted colleagues to find out if anyone has contacts at the company. They could be a useful resource for you.
- ✓ Confirm interview details including date, time, location, parking instructions, preparation required & who you will be meeting with.

Have you brushed up on your interview skills?

- ✓ Review your resume? Are you able to talk about all the points within the resume.
- ✓ Print & prepare a few copies of your resume to bring with you.
- ✓ Prepare a list of questions you have for the company.
- ✓ Practice a mock interview with a friend or colleague.
- ✓ Review the common interview questions and consider your answers.
- ✓ Prepare a list of referees with current contact information. Are your referees aware they are on the list?
- ✓ Review salaries to clearly understand the potential of what may be on offer.

A self discovery process - questions you may ask yourself in preparation for the interview

- ✓ Do you clearly understand what the position is you are applying for?
- ✓ Have you asked for and read the position description?
- ✓ Are you able to articulate why you want to work for this company?
- ✓ What are your top 5 qualities as a candidate?
- ✓ Why should the company employ you?
- ✓ What are your strengths and weaknesses?
- ✓ How do you overcome your weaknesses?
- ✓ Are you able to demonstrate your skills and experiences?
- ✓ How do you qualify for the job?
- ✓ Are you able to articulate your key achievements during school and in your past positions?



Before your interview, are you well presented & ready to pitch yourself?

- ✓ Well groomed, clean & trim fingernails
- ✓ What are you wearing? Have you tried it on?

The day of the interview has arrived...

- ✓ Eat breakfast!
- ✓ Enable sufficient travel time... do not be late for an interview.
- ✓ Turn off your phone.
- ✓ Arrive at least 15 minutes before the scheduled time of the interview.
- ✓ Make a good impression when checking in with the receptionist.

Post the interview....

- ✓ Obtain a business card from the interviewer.
- ✓ Send a thank you email/letter/note.

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