



# INTERVIEW

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# CHECKLIST

Congratulations! You wouldn't be invited in for an interview if you weren't a top candidate for the vacancy. But progressing from being a "top candidate" to being offered the job still requires some hard work and preparation. This checklist will help you best prepare.

## DAY BEFORE THE INTERVIEW

- Check and confirm travel arrangements
- Clothes are cleaned and ironed
- Shoes are polished
- All documents listed below are printed
- Any pre-assessments have been completed
- Practice answers to interview questions

## MORNING OF THE INTERVIEW

- Have breakfast, you need a full stomach
- Shower, shave, brush teeth, fresh and clean
- Avoid strong odours e.g. smoking
- Leave for the interview with plenty of time
- Take an umbrella, tissues & mints (all just in case)
- Arrive at location 30-45 minutes early, but announce your arrival 5-10 minutes before interview time

## TAKE TO THE INTERVIEW

- A compendium, which should have in it:
- Printed copy of resume & cover letter
- Printed copy of elevator pitch
- 5-6 prepared questions, written down
- Printed copy of job advertisement/position description
- Photo ID and payroll information (if requested)
- Relevant awards/certificates
- Any other materials that have been requested

## AFTER THE INTERVIEW

- Email the interviewer to thank them for their time
- Follow through on any commitments made within 24 hours