

Interview Preparation Checklist

Research, research, research!

- Check the company website and familiarise yourself with their purpose
- View and memorise the company values (you may be able to tie them into your response!)
- Do a Google search on the company and pay attention to any recent news articles

Familiarise yourself with the documentation!

- Review the job description and selection criteria
- Review the original job advertisement
- Review your own application for the role

Think about your examples!

- Put together a list of questions you may be asked based on the documentation
- Prepare some possible workplace examples that relate to these questions
- Think about some additional examples that you can manipulate on demand

Collate your questions

- Is there anything else you need to know? Prepare the questions you want to ask
- Listen to Episode 2 of #TenMinuteTips to learn why you shouldn't interview your interviewer

Personal Presentation

- Make sure your interview outfit is cleaned and ironed or dry cleaned in advance
- Plan for a change in the weather – do you need to bring a cardigan or jacket?
- Plan your makeup and hair style; practice to minimise mistakes on the day
- Work on the details: clean nails, polished shoes, tidy hems, remove lint & animal hair etc.

Prepare logistically!

- Sort out your transport – fill your car with petrol or purchase your bus pass well in advance!
- Plan your journey; make sure you know where you are going and where you can park
- Is there anything else you need to do to prepare logistically?
 - Do you need coins for parking?
 - Do you know the name of your contact person for the interview?
 - Do you have a plan in place if your transport fails? (eg. your bus doesn't show?)
 - Have you allowed enough time to get lost/car breaks down/get abducted by aliens?

Mental Preparation

- Create your own mental preparation plan (meditation, power posing, lay off the caffeine?)
- Practice talking through your responses but be careful – scripted responses aren't cool!

Pull together your portfolio

- Create a portfolio that shows off your work examples, testimonials and achievements
- Collect any specific pieces of evidence that will be relevant for this position

Bonus Tip

- Consider working on your interview preparation with a Career Coach for maximum results!