



Interview Check List:

Do:

- **Research the company before the interview** - Find out what they do and who their target customer is. Who will be interviewing you? How long will the interview last?
- **Practice questions** – Use standard questions and practise beforehand.
- **Arrive early** - 10 – 15 minutes early, give a good sign you're punctual and interested in the job. If you think you are going to be late, ring ahead and apologise, and apologise when you arrive. Make sure you have planned how to get there to avoid lateness.
- **Think of 5 questions you want to ask the employer in the interview** - This shows you've done your research and are interested.
- **Dress to impress** – First appearances matter, wear a smart freshly iron outfit, (shirt, trouser/skirt). Cover any tattoos and take out large piercings. You can ask in the interview the company's policy on tattoos and piercings.
- **Take a copy of your CV and cover letter** – Re-read it before you go into the interview, to remind yourself you what you said.
- **Speak clearly and slowly** – Be polite, take a deep breath, keep eye contact and don't rush your answers.

Don't:

- **Chew gum** – Most common mistake in interviews! Bin it before you go in.
- **Leave your phone on** – Turn your phone off or on silent during the interview.
- **Mumble or fidget** – Everyone feels nervous in an interview, but it's important to not be distracted and speak loudly and clearly.
- **Give one word answers or say "I don't know"** – If you don't know that's fine but say "I don't know but I think..." The more you say the more the interviewer will get to know you.
- **Swear or use slang** – remember you're in a professional environment.