

## **Interview Preparation Checklist**

So, the date of your interview is fast-approaching. Make sure you have:

- ✓ Planned your journey to the venue (possible done a trial run at that time of the day to check timings).
- ✓ Decided what to wear (preferably laid out your outfit so you know everything is clean and available)
- ✓ Asked for any reasonable adjustments you might need in plenty of time
- ✓ Re-visited the CV you submitted for this role (they liked it, hence inviting you for interview – make sure you confirm their impressions!)
- ✓ Prepared any test or presentation they may have asked for, and checked what facilities are available
- ✓ Anticipated any questions they may ask you
- ✓ Thought about past examples of good use of your skills to prove your abilities in answers to questions
- ✓ Researched as much about the role, the organisation and the sector as you can
- ✓ Prepared questions to ask them at the end of the interview
- ✓ Reminded yourself why you would be the best person for this job