

INTERVIEW CHECKLIST

FIRM + JOB TITLE:

INTERVIEW DATE:

INTERVIEWER NAME/S:

INTERVIEW LOCATION:

PRE-INTERVIEW	✓
Analyse the job description: Make sure you understand the requirements & responsibilities.	
Research the company: Check out their website, recent news and LinkedIn page.	
Research the interviewers: Be sure to familiarise yourself with the people interviewing you. LinkedIn is great for this.	
Review your CV: Familiarise yourself with your own experiences, skills & accomplishments.	
Choose professional attire that is suitable for an interview -even if the interview is being conducted by video.	
Plan your travel: Be sure to know which is the best route to take. Check nearby parking or public transport times.	
Gather necessary documents: Bring a few copies of your CV, references, and any other relevant documents such as certificates.	
Plan questions: It's important to ask interviewers in an interview, make sure to have plenty of questions prepared. We recommend asking questions about the role, the company and the people.	
Video interviews: Check your tech well before the interview is scheduled, dress for an interview as if it were in person, ensure your background is clean and tidy, preferably clear and your lighting is correct.	

QUESTIONS TO ASK
<i>Can you tell me about an average day in this role?</i>
<i>What sort of clients might I be working with?</i>
<i>Do you have any concerns about me in terms of my application?</i>

DAY OF THE INTERVIEW	✓
Remember your documents	
Leave early (in case of unexpected delays or transport issues)	
Remember a notebook & pen	
Put your phone on silent	
Stay positive and take some deep breaths	

Notes