**Interview Preparation Checklist**

You are more likely to be successful in an interview if you prepare plenty of time in advance. Use this checklist to help ensure you have done everything you need to do before attending your interview.

**Have you…..?**

|  |  |  |
| --- | --- | --- |
|  | ✓ | **Notes** |
| Kept a copy of the job description and read through this before your interview? |  |  |
| Kept copies of your CV and any supporting documentation that you sent in with your application and read through these before your interview? |  |  |
| Researched the company? |  |  |
| Met with your Employment Coordinator to help prepare for interview questions? |  |  |
| If you have not met with your Employment Coordinator, have you prepared for interview questions by yourself? |  |  |
| Completed a skills matrix to determine where your skills sit in regards to both work and personal experience? |  |  |
| Planned your journey to the interview and know what time to set off? |  |  |
| Checked to make sure there are no events/road closures which may cause a delay to your journey? |  |  |
| Checked to make sure the environment where the interview is taking place is accessible if required? |  |  |
| Planned your outfit and made sure it is cleaned, ironed and ready to wear? |  |  |
| Set an alarm ready to wake up on time? |  |  |
| Ensured you have showered, washed and brushed your hair & cleaned your teeth? |  |  |
| Got a copy of your CV & the questions you want to ask during the interview? |  |  |