works for us

Part of Citizens Advice Milton Keynes

INTERVIEW CHECKLIST

1. BEFORE THE INTERVIEW – PREPARE

- ☐ Learn about the company from its website, social media pages, and press releases. Search online for articles and reviews to read what others have to say.
- ☐ Cross reference your CV with the Job Description. **Make a note of relevant skills/experience!**
- ☐ Make a list of the core requirements of the role and review common interview questions. Use the STAR OR CAR technique **(attached to your email)** CAR is Circumstance/Action/Result – the same just simplified.
- ☐ You could ask the recruiter for a list of people you'll meet, learn about them on LinkedIn, and prepare some questions that are specific to each interviewer. (if applicable)
- ☐ Print a copy of your CV to refer to - **Only if needed!**
- ☐ Prepare your interview clothes the night before – Same as you would a Face-to-face interview
- ☐ Prepare early to give yourself time the night before to relax

2. BEFORE THE INTERVIEW – CREATE A CONDUCIVE SPACE

FOR ONLINE INTERVIEWS -

- ☐ Set up early, check your connections and be ready at least 10 minutes early to deal with any issues. **Breath and relax!**
- ☐ Choose a quiet, well-lit spot without noise and distractions.
- ☐ Use a wired connection or locate as close to your router as possible.

- ☐ Make a test call to check your equipment.
- ☐ Keep your notes, CV, a glass of water, and pen and paper handy.
- ☐ Prepare at least 3 questions to ask

FOR FACE TO FACE INTERVIEWS -

☐ Confirm and check time and location **Not at the last minute!**

- ☐ Plan your route and arrival 10/15 minute early

☐ Accept a drink – **tickly coughs are the worst!**

☐ Have your notebook and CV handy - **Notebook with your questions in!**

☐ Prepare at least 3 questions to ask. Example: What would a typical week look like? What do you like best about working here? I saw from the advert… information on the website that… sounds interesting… **Make sure you don't ask what they have already explained – You could say Thank you, you have answered some of my questions already, I just have…**

3. DURING THE INTERVIEW

- ☐ Silence your phone and, if online close any computer programs not needed for the interview.
- ☐ Sit up straight and speak clearly with a positive tone. Smile, nod to show you are listening.

☐ Ask your questions –Prepare 3 you can bring a note pad/book with these in **'shows you are organized!'**

- ☐ At the end, state your interest in the position and ask about next steps. Remember to thank the interviewer for his or her time.

4. AFTER THE INTERVIEW

- ☐ Send a personalised thank you email or letter to the interviewer.
- ☐ Review your notes and prepare for the next round.