

Get interview ready

A checklist to help you feel ready for your interview

Before the Interview

- Research the organisation and the role.
- Review the position description, any selection criteria and the content of your application.
- Practice answering common questions out loud or with a friend.
- Prepare examples of your experience:
What happened? What did you do? What was the result?
- Pick an outfit that's neat, comfortable and professional.



On the Day

- Check if you need to bring anything - ID, certificates or other documents.
- Check who to ask for when you arrive.
- Leave home early so you can arrive 10 - 15 minutes early; it helps you feel calm and in control.



During the Interview

- Take a breath. Listen carefully.
- Pause and check the question if you need to, particularly if it's in parts.
- Be honest and be yourself - that's who the employer wants to meet.
- Prepare a few questions - it shows genuine interest.
- Remember to consider if this role is right for you:
you're interviewing them too!



If it's a more formal Interview

- There may be 3 - 5 people in a panel. Check with the organiser who will be attending.
- Check if there are any tasks to complete before the interview.
- If you are asked to present on a topic, make sure to prepare and practice before your interview.
- Remember to listen carefully to the questions, clarify you understand and take your time in responding.
- Focus on what you know and smile.

You've got this!