



# INTERVIEW PREPARATION CHECKLIST

## Job interview coming up?

As daunting as it might be, there are steps you can take to settle your nerves, feel better prepared and walk into the interview with more confidence.

Follow this checklist to help you plan, prepare and ace your next interview.



## EXAMINE THE POSITION DESCRIPTION

Request a copy of the position description.

Research the role before the interview.

Identify: main responsibilities, key result areas, most important relationships (internal and external) and the core competencies required.



## UNDERSTAND WHAT SKILLS YOU BRING TO THE ROLE

Identify the skills needed for the role from the position description and job ad.

Prepare specific examples of when you have previously demonstrated the required competencies and skills.



## RESEARCH THE COMPANY

Look at the organisation's website for information on what they do.

Check their social media pages for recent news/blog posts.

Sign up to any newsletters available to get a sense of how the organisation communicates with their clients or customers.



## PRACTICE YOUR ANSWERS

Use SEEK's [Practice Interview Builder](#) to create your own custom checklist.

Write and practice your responses to the questions you've identified – when using examples, ensure they're relevant to the role, and talk about *how* you did things, not simply *what* you did.

Ask a friend or a family member to run through practice questions and answers with you.



# INTERVIEW PREPARATION CHECKLIST

## WRITE DOWN THE QUESTIONS YOU WANT TO ASK

Identify three or four great questions to ask at the end of an interview, ensuring they're 'open' questions not just needing a yes/no answer.

## PLAN YOUR TRAVEL BEFOREHAND

Aim to arrive early.

Make sure you know where you are going in advance.

For video interviews, test the technology with a friend, ensure that you have good lighting on your face and a professional background and that you won't be distracted.

## DECIDE ON WHAT TO WEAR

Research the dress code prior to an interview, either by asking someone who works at the organisation or clarifying with the recruiter.

## MANAGE INTERVIEW NERVES

Think of the interview as a conversation, not an interrogation.

Remember you're there to assess them – not the other way around.

Remember to breathe!

## FOLLOWING UP

Send a polite email a few hours after the interview thanking the interviewers.