

### Before the Interview

#### 1 Personal preparation

- ☒ Prepare well: Go to bed early, plan your itinerary, transportation mode with enough spare time due to unexpected delays. Make sure your dress code is appropriate.
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#### 2 For Online interviews:

- ☒ Test your equipment to ensure that the audio and video work correctly. Test your internet connection to avoid disruptions.
  - ☒ Choose a quiet space with minimal distractions. Ensure your background is professional and free from clutter.
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#### 3 Keep a copy of the job description (main tasks and responsibilities, assets).

- ☒ Most employers will assess you primarily against this document.
  - ☒ Prepare examples to show that your background (skills, responsibilities, qualifications, experience, projects, achievements). match the job description.
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#### 4 Research the company:

- ☐ Read about the company's core values, goals, and what sets them apart.
  - ☒ Stay informed about recent company developments and news.
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#### 5 Know your CV

- ☒ Be ready to discuss your CV thoroughly, including your work history and accomplishments.
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#### 6 Learn about the Interviewers:

- ☐ If you know the names of your interviewers beforehand, try to get information about them on the company's website. This will help you to tailor your responses to their specific interests and expertise.
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### 7 Understand situational questions:

- ☐ Familiarize yourself with common situational questions and think of examples from your past to address them. Example: a time you had a conflict with a team member. How did you handle it?
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### 8 Contact your references:

- ☐ Forward the job description or a summary of the key requirements to your references.
  - ☐ Remind your references of specific accomplishments or projects that demonstrate your suitability for the role so they can provide concrete examples of your skills and abilities.
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### 9 Prepare your answers:

- ☐ Anticipate common interview questions and prepare concise, structured answers.
  - ☐ Respond to situational questions in a structured way by describing the situation and your role, how you applied your skills, which actions you undertook and what was the outcome
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### 10 Questions to ask the interviewers:

- ☐ Prepare thoughtful questions to ask the interviewer about the role that you are applying for and the company.
  - ☐ Avoid questions that can be easily answered through research. Don't ask for immediate feedback on your interview.
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### 11 Build a narrative to present your best self:

- ☐ Shape a strong introduction pitch by highlighting relevant education and achievements from previous jobs that align with the role you're interviewing for
  - ☐ Share specific examples of how you applied your skills to achieve results.
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### 12 Gather necessary documents:

- ☐ Bring extra copies of your CV.
  - ☐ If required, have your supporting documents, certifications, or reference letters ready
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### 13 Carry out a few mock interviews:

- ☐ There is no better way to practice an interview than actually doing an interview, so get a friend or family member to help you. Record it on video to analyse your communication skills, including body language.

- ☐ Put yourself in the position of the interviewers: think about what questions they could ask, related to skills, qualifications and experiences that would be important for the job. If it's a technical role, be prepared for tests, case studies, or technical questions. Practice relevant skills beforehand.

### During the interview

#### 1 Arrive early or Log in early:

- ☐ Aim to arrive 10-15 minutes early for in-person interviews or be ready to log in ahead of time for video interviews. This will help you to reduce stress during the interview.

#### 2 First Impressions:

- ☐ Offer a firm handshake (if in person) and a friendly greeting.
- ☐ Maintain good eye contact and positive body language.
- ☐ Introduce yourself - prepare the introduction before hand - describe your work and learning experience, qualification and any element that can be an asset to the position. Is your work experience limited? Highlight volunteering activities and placements or traineeships. Do not go over 2 or 3 minutes in length.

#### 3 Listen carefully:

- ☐ Pay close attention to the interviewers' questions and provide relevant responses.
- ☐ Answers should be focussed, clear and concise.
- ☐ Use appropriate language, adapted to the position. Don't be too informal.
- ☐ Take care to answer the questions correctly.

#### 4 Highlight your accomplishments:

- ☐ Use specific examples from your past experiences to illustrate your skills and achievements.

#### 5 Stay positive:

- ☐ Even when discussing challenges or past mistakes, focus on what you learned and how you improved. Do not criticise your previous employer. If you lost your previous job, put a positive spin on the negative things that happened. Describe the reason for your departure but don't go into specific details.

### 6 Salary and Benefits:

- ☐ Research the typical salary range for the position you're applying for. Avoid asking immediately or too directly about salary unless the interviewer brings it up. However, it is acceptable to inquire politely about the salary range and other additional benefits. If the employer asks about your expectations concerning salary, it is good to have a well-informed prepared answer.
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### 7 At the end of the interview:

- ☐ Express your enthusiasm for the role and company at the end of the interview.
  - ☐ Ask about the next steps in the process and the timeline. Ask the two or three questions that you have prepared (if given the chance). Thank the panel for their time.
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### 8 Stay calm and confident:

- ☐ Nervousness is common, but practice deep breathing and positive self-talk to stay calm.
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### 9 Body language:

- ☐ Maintain good posture, avoid fidgeting, and use gestures to emphasize your points.
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### 10 Show enthusiasm:

- ☐ Express genuine enthusiasm for the role and the company, demonstrating your motivation. Find the right balance between self-confidence and over confidence.
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### 11 Answer difficult questions honestly:

- ☐ If a question is unclear, ask for clarification or additional context. If you're still unsure, be honest and admit that you're not familiar with the topic or term. You could instead try to answer by explaining how you tackled unfamiliar issues to demonstrate your problem-solving skills. If there's a gap in your CV, be ready to explain how you spent that time. Highlight any activities or experiences that helped you develop new skills or knowledge.
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### 12 Address missing information:

- ☐ Ensure that you ask them about the next steps and when you will hear back from them.

### After the interview

#### 1 Send a Thank-You Email:

- ☐ Send a personalized thank-you email to each interviewer within 24 hours.
  - ☐ Emphasise your interest and appreciation for the opportunity.
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#### 2 Review your own interview performance:

- ☐ Reflect on what went well and identify areas for improvement in your performance.
  - ☐ Use this feedback for future interviews.
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#### 3 Follow-Up:

- ☐ If you don't hear back within the stated timeline, follow up with a polite email or phone call to inquire about the status of your application. If you do not get hired, you could ask for feedback from the interviewers.