**Preparing for the job interview**

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| **1 Know the company**  | **Notes** | **Done** |
| 1. **Re-read everything** you have been sent by the company or can find on their website or in the media. Be confident that you really know the company inside out**.**
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| 1. **Quiz yourself.** Consider what questions you might be asked to demonstrate you have researched the company well – such as values, plans, news or new directions.
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| **2 Plan your diary** | **Notes** | **Done** |
| 1. **Essential dates into diary.** Check any dates mentioned in the job advertisement, such as assessment centre and interview dates. Free these up in your diary
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| 1. **Plan for practice:** Plan into diary sufficient time to prepare questions and rehearse answers.
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| 1. **Use training.**  Plan into diary time to use expertise, training and mock interview practice provided by the Careers or equivalent services.
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| 1. **Travel:** Plan out, in diary, adequate travel to interviews and assessment centres. Plan to arrive with plenty of time to spare – not ‘just on time’. Build in extra time to cover traffic, late trains, etc.
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| 1. **Review the Person Specification**
 | **Notes** | **Done** |
| 1. **Consider the range of questions** you might be asked for each item listed in the person specification. This helps avoid unexpected questions on the day.
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| 1. **Review your evidence base.** For each item on the person specification, aim to identify three brief examples, and one in more detail.
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| **4 Prepare responses** | **Notes** | **Done**  |
| 1. **Prepare answers**. Practise being able to talk about your best examples of skills and experience relevant to the person specification - briefly but with precise and relevant detail. Aim to sound natural rather than over-rehearsed.
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| 1. **Prepare questions**. Have one or two short questions ready in case you are asked if there is anything you would like to ask. Make sure these questions reveal something positive about you – an that the answers are not already available on the website or in the application materials.
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| 1. **Know your start date.** Be ready to answer a question about when you would be able to start work – in case you are asked.
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| 1. **Prepare aloud.** Get used to the sound of your own voice giving answers.
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| 1. **Readiness for the day**
 | **Notes** | **Done** |
| 1. **Presentation.** Prepare appropriate smart clothing, shoes and hairstyle so you look your best on the day. It will also help build your confidence.
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| 1. **Documentation.** Collect together any documentation you are required to bring e.g. evidence of nationality or qualifications or a portfolio.
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| **Checklist for the day** Make a list, below, of anything you need to do or take with you for the day to ensure that everything will run smoothly – whether tickets, petrol, child-minders, hair brush, toothbrush, etc. |
| **Item** | **Details** | **Done** |
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