



### Interview Preparation Checklist

Have you ...	Done
Reviewed your copy of the completed application?	
Analysed the job description and person specification?	
Taken advantage of any pre-interview contacts to query the history of the post?	
Researched the organisation and trends in its field?	
Identified why you are the best person for the job?	
Listed your key attributes, skills and experiences?	
Prepared yourself to be honest about any weaknesses/gaps in your experience?	
Identified potential key interview questions and practised answering them?	
Established the date and time of the interview and know who to ask for on arrival?	
Confirmed that you will be attending the interview?	
Compiled a short list of questions you wish to ask the interview panel?	
Decided on the desired salary and benefits (and prepared yourself to negotiate)?	
Created a positive state of mind about the interview experience?	
Arranged time off your current job in order to attend the interview?	
Arranged child-care for the day of the interview?	
Made travel arrangements and identified alternative emergency transport?	
Timed the travel route, alternative routes and planned to arrive early?	
Decided what to wear?	