

Candidates - Interview Checklist (Free download)

Core Task Area	Task No:	Task to Complete	Complete (Tick)
1.0 Research	1.1	Research the Company thoroughly; study their website, look at their products, about us, values, news, blogs etc.	<input type="checkbox"/>
	1.2	Research the Management team and hiring Manager(s) on linked in, what are their interests etc to help you find some common ground.	<input type="checkbox"/>
	1.3	Keep up to date with what's happening within the industry in the current market, pinpoint what the topical challenges are facing it and identify potential solutions to any challenges	<input type="checkbox"/>
	1.4	Review the job specification / job description tasks and responsibilities and align with examples of your qualifications and experience.	<input type="checkbox"/>
2.0 Preparation	2.1	Ensure your CV and social media profiles are up to date, ensure your recent posts on social media show positivity and professionalism.	<input type="checkbox"/>
	2.2	Practice answering competency-based questions, with another person if possible, use the STAR method (think about the specific situation, what the task was, the action you took and what the end result was).	<input type="checkbox"/>
	2.3	Prepare meaningful and intelligent questions to ask in the interview.	<input type="checkbox"/>
	2.4	If you are giving a presentation, ensure that you fully understand the brief, double check with the recruiter that you have interpreted it correctly. Structure your presentation, keep it concise and relevant to your audience, ask someone to check over what you have written. Practice delivering the presentation with another person.	<input type="checkbox"/>
	2.5	If the interview is a face to face interview, plan your journey, take a practice run if possible. If the interview is on-line, check connectivity, background, camera and speaker prior to the interview	<input type="checkbox"/>
	2.6	Ensure you have everything you need; pen and notebook, up to date CV, job description, any relevant qualification certificates, portfolios, photo ID, water etc	<input type="checkbox"/>
3.0 The Interview	3.1	Ensure that you dress smartly and appropriately, ensure clothes are cleaned and ironed. If the interview is on-line, choose dark colours and patterns that don't clash with your background.	<input type="checkbox"/>
	3.2	Be punctual, arrive in good time.	<input type="checkbox"/>
	3.3	Turn your devices off or onto silent. If the interview is on-line, ensure that you will not be disturbed and that the environment around you is conducive for an interview, use a background if appropriate.	<input type="checkbox"/>
	3.4	Be mindful of your body language, make direct eye contact and sit upright with your torso facing the interviewer and show interest by leaning forward slightly and keep your arms comfortably at your sides and your feet planted on the floor to make yourself look more open and engaged	<input type="checkbox"/>
	3.5	Be positive, polite and enthusiastic to all the staff that you meet throughout the interview process. If you are nervous, just remind yourself that the very worst thing to happen to you will be you won't get the job.	<input type="checkbox"/>
	3.6	Don't speak too quickly, try and answer all questions clearly and concisely. Talk through your most applicable skills, experiences and achievements. It's perfectly okay to pause before answering a difficult question to give yourself thinking time or to ask for clarification if you're unsure what a question means.	<input type="checkbox"/>
4.0 Follow Up	4.1	Thank the interviewer(s) for their time and for given you the opportunity.	<input type="checkbox"/>
	4.2	Ask what the next steps are and when you are likely to be informed of the outcome.	<input type="checkbox"/>
	4.3	Write some follow up notes about the questions that you were asked and how you answered them while the interview is still fresh in your memory, to help you prepare for any future interviews	<input type="checkbox"/>
	4.4	If you have not heard from the Company by the date they said they would, don't naturally assume the worst, email them for an update.	<input type="checkbox"/>
	4.5	If you are unsuccessful ask them for constructive feedback to help you in future interviews, thank them and ask to be considered for any future relevant roles.	<input type="checkbox"/>