

Job interview checklist

Make
note!

-  Analyse the job description thoroughly.
-  Cross-reference your CV with the job description –
What transferrable skills do you have that can be applied to this role?
-  Review previous experiences when practising answering questions –
When have you used your initiative? How did you deal with an angry customer before?
-  Research the company thoroughly –
What attracted you to them? When were they founded?
-  Confirm **time** and **location** –
Don't wait until the last minute to find out and make sure you arrive between 10–15 minutes early.
-  Plan your route to their offices –
If you have time before, try and scout out the location to find your bearings ahead of your interview.
-  **Prepare questions to ask at the end of the interview** –
It's really important to show you're eager to find out more about the role, the company and general day-to-day tasks.
-  Read through some Give a Grad a Go blog articles for advice
e.g. '[How to answer classic interview questions](https://giveagradao.com/resources/guides/interview-questions-and-answers/)'
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-  Print off copies of your CV.
-  Take examples of your work/portfolio with you (if required).
-  Pick out appropriate clothing –
It's best to plan the night before instead of rushing around in the morning.
-  Arrive on time!

*READ
LATER