

# Job Interview Check List

If it's been a while since your last job interview, this check list is a handy guide to help you prepare and excel in the interview.



- ## 1 Get the job description
- Read it thoroughly. Does this job grab you? Is it what you're looking for?
  - Look at your resume. Does it address the selection criteria in the job description? If not, re-write it.
  - Evaluate yourself against the criteria. Give yourself a score out of 10 for each criteria. If you score < 7/10, why? Are you the right person for the role? If in doubt contact them and ask.

- ## 2 Research the company
- Information you are looking for:
- Location(s) – where are they based? Does this suit your career plan?
  - Business – what do they sell or deliver? How do they make money (or raise funds or derive income if it's not-for-profit)?
  - Staff – how many people do they employ? Does this suit you?
  - Management – who is the CEO? How is the company structured? Is there scope for promotion for your role?
  - Company values or mission – what are they?
  - News – have they been in the news lately? Are they positive or negative stories? What are they talking about publicly?
- Where to look:
- Company's website
  - Company's social media
  - Google
  - Annual reports

- ## 3 Research yourself
- Clear and concise success stories to tell that you can use as examples when answering interview questions.
  - Check your social media to ensure there aren't any public posts that could embarrass you or scare off a potential employer. Start with your photos and comments.
  - If you have a LinkedIn profile, revisit it and make sure it's up-to-date. Make sure your profile photo is recent and professional. Is your experience up-to-date? Does your profile make you look professional and competent?

# Job Interview Check List <sup>cont.</sup>

## FAQs you may be asked

- Walk us through your CV.
- Give me an example of a time you set a goal and then achieved it.
- Talk us through the last time you had to make a difficult decision.
- Why do you want this job?
- Why should we hire you?
- Tell us about a successful initiative you've delivered at work.
- Tell us about a problem you encountered on a project and how you solved it.
- Give us an example of a time when you showed initiative and took the lead.
- What do you find most frustrating about your current role?

## Suggested FAQs to ask at an interview

- What does the organisation value?
- What opportunities/challenges does this organisation face in the next 12-24 months?
- How do you see this role contributing to that?
- What does success in this role look like?
- Do you offer professional development?
- Who will I be working with (directly & indirectly)?
- Who else is in the team?