

Emma Ford: Pre-interview checklist

Would you go to a business meeting without preparing? An interview is the first business meeting you will have with an organisation, so be prepared.

Preparation (in the weeks before your interview)	Done
Ensure you have read the organisation's website and know what they do (you might be asked).	
Keep up with the news.	
What non technical skills will the organisation be looking for (life/soft skills, competencies)?	
Ensure you have examples of the non technical skills. (Team working, Communication, etc...).	
Use different skills examples to those on your application form.	
If you are having a technical interview, know your basics.	
Do you know how to use your technical knowledge in industry? You may be asked.	
REVISE.	
What other questions might you be asked - plan some answers: Why do you want the job? What would you bring to the organisation? Etc.	
Practice tests if you are required to take them (ask your Careers Service for help). YOU MUST PRACTICE TESTS.	
Plan your travel well in advance - drive, fly, rail etc.	
If traveling outside your home country, is your passport current and in date for the country you will visit.	
Will you need a visa?	
Ensure you will arrive at the venue in plenty of time.	
What clothes will you take if staying overnight.	
Do you have any questions you want to ask the organisation - make a list.	
Read your application form before you attend the interview to remind yourself what you wrote.	
Don't be complacent and make assumptions.	
Think about what you want to say about yourself.	