



CAREERS BY DESIGN
placing people first

Your Interview checklist

Things to do - at least a week in advance

- Confirm your attendance.
- Choose an outfit appropriate to the organisation and the occasion
- Try on your outfit to make sure it fits you well.
- Take your outfit to the dry cleaners if required.
- Get your hair cut or styled.
- Decide how you are going to travel to the interview.
- Car Plan your journey.
 - Ensure that you have enough fuel for the journey.
 - Check parking arrangements at the interview location.
- Taxi Check taxi availability in advance.
 - Find out about taxi availability at the other end.

Things to do - on the evening before the interview

- Press/iron your outfit.
- Clean your shoes.
- Cut and clean your nails.
- Set your alarm

Items to take with you

- A copy of the job advertisement.
- A copy of your CV and application letter.
- A map showing the location of the interview.
- Any relevant company/product literature.
- The names and job titles of the interviewers.
- Your diary.
- Copies of any reports, or examples of your work, to which you may wish to refer.
- Suitable reference contact details.
- Pen and paper.

After the interview

- Monitor** Make a list of any action points that were agreed in the interview.
- Evaluate** Make a written evaluation of the performance of both parties (you and the interviewer).
- Thanks** Write or email (as appropriate) a letter to the interviewer, thanking them for their time and expressing a continuing interest in the position

Action points

No.	Details of action point	Who?	Done?
1.			
2.			
3.			
4.			
5.			

Written evaluation

- My performance

- What I learned
