

# Job Interview Hints & Tips Checklist

## BEFORE THE INTERVIEW

- Research the Company
- Know the Role
- Prepare Your Answers
- Prepare Questions
- Dress Appropriately
- Plan Your Journey

## DURING THE INTERVIEW

- First Impressions Count
- Listen Carefully
- Answer Clearly
- Maintain good posture
- Sell Yourself
- Stay Positive

## COMMON INTERVIEW QUESTIONS

- Tell me about yourself
- Why do you want to work here?
- What are your greatest strengths/weaknesses?
- Describe a challenge you've faced at work & how you dealt with it
- Where do you see yourself in 5 years?

## QUESTIONS TO ASK THE INTERVIEWER

- Can you describe the day-to-day of this role?
- What are the company's values?
- What does success look like in this position?
- Are there opportunities for professional development?
- What are the next steps in the interview process?

## AFTER THE INTERVIEW

- Follow-Up:** Send a personalised thank you email within 24 hours.
- Reflect:** Note what went well and what could be improved.
- Stay Patient:** Wait for the company to respond and keep applying to other opportunities.

## FINAL TIPS

- Confidence:** Believe in your skills & experiences.
- Honesty:** Be truthful about your background & abilities.
- Adaptability:** Be prepared to discuss how you can contribute in various scenarios.
- Positivity:** Keep a positive attitude, regardless of the outcome.