

INTERVIEW CHECKLIST - INTERVIEWEE

BEFORE THE INTERVIEW	
Prepare, Prepare, Prepare	You need to be able to sell yourself and why you want to work specifically for the company rather than just wanting a job
It's Quiz Time	Prepare your questions for them - this demonstrates your interest in them and will help you decide if this is the right move for you.
Dress to impress	Make sure you are dressed appropriately for the position you are being interviewed for.
Check yourself out first!	Review your CV, think through your career history and anticipate the questions you will be asked and prepare some answers
What do they want?	List what you think the prospective employer will want from the ideal candidate and consider whether this is you
Are you their perfect candidate?	Consider your key strengths, weaknesses and motivations for leaving your current role and desire to join the new employer.
Any Concerns?	Remember this may be the last opportunity you will get to explore and alleviate any concerns or worries you have about the new role directly with the client prior to being offered a role, later stages of the interview process may be carried out with other company employees rather than the client themselves.
DURING THE INTERVIEW	
First Impressions	First impressions are very important. An interview may well continue for 40 minutes or more, but studies have shown that someone forms judgements about you within four minutes of your meeting and that these judgements inform their subsequent impressions
PMA - Positive Mental Attitude	You have earned this interview, so the client is obviously eager to meet you; don't be afraid to talk about your strengths
They want you	Be positive about yourself – you have got this far so you know they are interested in you but do not waffle
Confidence versus arrogance: Strike the right balance in your interview	Be confident but not overly confident or arrogant.
You are the right person for the job	Remember throughout the interview you will need to demonstrate to the interviewer you are technically qualified to do the job and motivated to get the job done well – your positive answers should reflect this ethos

Critical but loyal	Whatever your reason for leaving a current role avoid, where possible, open criticism of your current employer as this will only cause clients to question your loyalty and consider whether you will show the same level of loyalty to them.
Are you interested?	Prepare questions to ask them about the role and company as this will demonstrate your interest in the role.
AFTER THE INTERVIEW	
How did it go?	After the interview, consider the areas you feel went well and those that you felt you needed to work on – then actually work on them! If there are knowledge or experience gaps missing, then this may be an ideal chance to consider them and work out whether you can fill in the gaps from within your current role to improve your chances next time.
Feedback	You need to call either the consultancy or the interviewer directly for feedback and thank them for their time. This may be the appropriate time to discuss any areas that need development as they often they become less of an issue through discussion at this stage.
Ok not this time, what about next time?	If you are not successful in your job application, consider telephoning the person who interviewed you to get feedback why you were not selected. This may not be appropriate depending on the client but if you discuss this with the consultancy, they are in the best position to advise you further.