

Interview Preparation Checklist

Find out as much about the interview as possible:

- Who are the interviewers? What are their names and job titles?
- How long will the interview be?
- What format will they use?
- What do you need to bring on the day?

Conduct further research on the organisation (or course) and the position:

- Expect questions to assess your knowledge
e.g. How much do you know about our organisation / unit / course / research area?
- Consider the reasons of joining the organisation / course
e.g. Why do you want to join us? Why are you interested in this position?
- Prepare 4-5 questions to ask the interviewers. Demonstrate your knowledge in your questions.

Review your application - cover letter, resume, application form and selection criteria document

- Be ready to elaborate on your experience
e.g. Can you tell me more about this experience?
- Consider the links between your previous roles & research projects with the new opportunity
e.g. How is this experience relevant to the new role as a ...?

Revisit the selection criteria for the role:

- Prepare examples for each criteria using the STAR approach
e.g. Can you give me an example when you have demonstrated ... skills?
- Consider the ways you would handle a negative question
e.g. Tell us about a time when you have to work with a difficult person.
- Consider what are your strongest criteria or your "selling points"
e.g. What can you bring to our organisation?
e.g. Why should we offer you the position among all the applicants?

Explore common interview questions

- Do a search online for the top 10 interview questions, prepare for the common questions
e.g. Tell us about yourself?
e.g. What are your strengths and weaknesses?
e.g. Where do you see yourself in 3/5/10 years?

Note: Make sure you have set aside time to practice answering interview questions. This is a lot more effective than just typing your answers into a Word document.