

JOB INTERVIEW CHECK-LIST

 Jobs MasterClass



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Interview Checklist

The big day is around the corner – your interview!

I want you to ace it. Use the checklist below to be fully prepared. Go through each of the items in the checklist.

They have been conveniently grouped into what you need to do before, during and after the interview.

#1: Before the interview

1. Spend time researching the industry, and company in great detail. Go through free analyst reports that are available on the web. Speak to past and present company employees.
2. If you're changing your career, make sure you research the industry and job role and prepare an answer for exactly why you are making a career change.
3. Make sure you know the name of the person or people interviewing you.
4. Find out if the interview will be a formal panel interview, or a one-on-one interview. Will it be preceded by a written test, or a group discussion? How many interviews are you likely to face that day? Are there any written formalities prior to the interview? It's a good idea to have some idea of the structure of the day so that you aren't surprised by what you experience.
5. Research your interviewers – Google their names and check them up on LinkedIn. Very often you may know people in common, or be a part of the same alumni! Remember to bring that up in the interview.
6. Print 3 copies of your CV to take with you. Do not assume that the interviewers will have a copy of your resume ready. Prepare for an SOS situation where they ask you to give them your resume during the interview. You'll look silly if you haven't carried it to the interview.
7. Very often candidates do not read their CV before going in for the interview. The CV was probably prepared two to three months ago, and on the day of the interview they have absolutely no idea what's written on it. Don't be that sort of person. Re-read your CV the night before the interview.

8. Plan the journey to the interview destination. Use Google Maps and have at least two routes to your destination. If possible, drive there one day earlier to be familiar with the location, parking issues, and any diversions in the route that may not show up in Google maps.
9. Take a contact number of either the head-hunter or the hiring manager, or the company reception number with you in case there are any problems.
10. Print out a map of your route. If you have a tech glitch during your ride and Google maps don't work, the good old paper map will be very handy.
11. Leave a good half an hour before you think you need to. You'll arrive in time, and be well prepared for any unanticipated delays. If you arrive too early (say > 20 mins) to the venue, take a walk outside, sit in the park, or in your car. Landing up > 30 mins for the interview isn't a good sign either.
12. Prepare what you'll be wearing for the interview, the night before. Have your dress or suit dry-cleaned or pressed in advance. Your shoes should be polished, socks matching your trousers, and keep a clean handkerchief.
13. If you are a smoker, remember to carry along a pack of strong mint candy (not gum) and pop one in 10 mins before the interview.
14. Have a nice leather portfolio to carry your resumes and two pens along with any identification if required.

#2: At the interview

1. Switch off your mobile phone. Please do this outside the interview room. You'll be thrown off guard if your phone rings during the interview discussion, and may find it very hard to regain composure.
2. Enter the room with a broad smile! A smile shows that you're happy to be there and meet the interviewer. Make sure the smile is genuine.
3. Shake hands firmly with each of the interviewer/s. Ensure your hands are not sweaty though, due to the heat or stress!
4. Ask for a glass of water if your mouth is dry. An interview is a stressful situation and under stress your mouth will become dry fast.
5. Ask questions about the role and company. An interview is not a one way monologue where you are only expected to answer their questions. Prepare a few questions of your own to ask them.

6. Listen to the question first before you answer. Many candidates are so eager to 'show off' their knowledge that they don't bother to really understand the question and end up giving the wrong answer and making a fool of themselves.
7. Always be brief in answering. Each question should be answered in 30 – 45 seconds at the most. If you have to give a long answer – recap the main points at the end.
8. Breathe deeply during the interview. Relax. If your breath becomes shallow your voice will become high-pitched and squeaky. That does not show confidence.
9. Lean forward a little bit while answering questions, smile a lot, maintain eye contact, and if there is more than one interviewer - engage in eye contact with each of them.
10. At the end of the interview, ask them what the next steps are going to be.
11. If you want to practise mock interviews, use this free resource:
<http://myinterviewsimulator.com/>

#3: After the interview

1. Send hand-written notes to each of the interviewers to thank them for the opportunity.
 2. Keep the head-hunter informed about your interview experience. S/he will probably get feedback from the hiring company first.
 3. Jot down your interview experience in your job journal within 6 hours of the interview, so that you can refer to it for your next interview. Write down the highlights and any mistakes you may have made, or what you could have done better.
 4. Once the interview is over, reflect on the experience and move on quickly to the next lead/interview in your job search funnel. You have some control over the interview experience, but absolutely no control over the outcome.
 5. If you don't get selected, don't get dejected for too long. Learn from the mistake and move on. A rejection only means that the role was not a good fit with your profile and experience. Don't take it personally.
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