

# INTERVIEW PREP CHECKLIST

## ASK



### WHAT FORMAT IS THE INTERVIEW?

(video/tel/face to face/panel)



### WHAT TYPE OF INTERVIEW WILL IT BE?

(cv/CBI/strength/combo)



### WHO WILL BE INTERVIEWING ME?

(names & job titles)



### WHAT IS THE PROCESS?

(how many interviews, any tests etc)



### I HAVE A COPY OF THE JOB DESCRIPTION?

If not ask for it!



## WHY DO I WANT TO WORK HERE?

## HOW DO MY SKILLS TRANSFER INTO THE JOB ROLE? (Highlight the job description & cross reference it with your CV)

## WHAT DO I KNOW ABOUT THE COMPANY?

# INTERVIEW PREP CHECKLIST

## TO DO



**IF CBI OR COMBINATION**  
REVIEW MY STAR  
EXAMPLES AGAINST THE  
PERSON SPECIFICATION



**RESEARCH THE  
COMPANY?**  
(social media, industry  
press and Glassdoor)



**RESEARCH THE PEOPLE  
YOU WILL BE MEETING?**  
(company website,  
LinkedIn)



**WHAT IS THE PROCESS?**  
(how many interviews,  
any tests etc)



WHAT ARE MY WEAKNESSES IN  
RELATION TO THIS OPPORTUNITY?

WHEN THEY ASK ME 'TALK US  
THROUGH YOUR CV. . . ' WHAT I AM  
GOING TO FOCUS ON?

WHAT QUESTIONS AM I GOING TO ASK  
THEM?

**REMEMBER YOU HAVE GOT THIS FAR! THEY BELIEVE YOU CAN DO  
THE JOB. . . SMASH IT!!!**