

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Module 1 Preparation

## 1. Research on the Organisation

**History – Some Key Facts**

**Business Area (What is the organisation's purpose?)**

**Any additional sources of information**

**Job Role (What would I be expected to do?)**

**Interview/Assessment Structure (Who will be present/Timing/What form will it take/What should I bring with me?)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. Personal Preparation

### Face to Face - Decide on travel arrangements

### Virtual – Check computer/device and connections / Arrange location

### Appearance

## 3. Self Confidence

### Internet Research

*(Suggested sources of information - NHS Self Confidence, [princes-trust.org.uk](http://princes-trust.org.uk), YouTube Self Confidence)*