

Interview Checklist

- Have you confirmed your interview? Date, time, location and point of contact (If it's through an agency confirm the situation is still the same). Do NOT arrive too early but definitely don't be late.
- Research the company in full depth – go on the company website, Google them; research LinkedIn & Google the person you are meeting.
- Ensure your clothes are ironed in advanced:
 - **Guys:** fitted shirt, tie, trousers, polishes shoes and blazer. Make sure your hair and facial hair looks presentable and tidy. Remove visible piercings
 - **Girls:** Smart attire, look presentable, make sure hair and nails also look presentable
- Make sure you read the job description & your CV before the interview.
- Have you practiced what you could say & potential answers / examples / stories.
- Prepare at least 3 questions that you can ask the interviewer at the end of the interview. Questions showing interest about the role you are applying for e.g. growth plans, industries covered, ideas you may have etc.
- Have some chewing gum or a mint before the interview so your breath smells fresh, however, do not forget to discard the chewing gum before the interview starts.
- Have some coffee / tea / Red bull if you feel it may enhance your performance.
- Take any documents in a presentable file with a pen.
- Have you been through the Apply4U interview tips and questions?
- Now ensure you get a good night sleep and don't forget to make a good first impression, stand straight and make eye contact at all times... Look interested in what the interviewer is saying.
- Be friendly and enthusiastic with a positive attitude..... avoid any negativity
- Be confident and Smile 😊!!**

IF YOU WANT HELP PREPARING FOR AN INTERVIEW OR HAVE ANY QUESTIONS YOU CAN SPEAK TO A SPECIALIST FOR FREE ON;

Tel: (020) 8902 0194

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