

Preparation	Questions to ask yourself	√
Confirm you'll be attending	Use this as an opportunity to check practical stuff like directions, parking and expense policy	
Visit the company website	Have they been in the news recently? What new projects or initiatives are they working on?	
Know the company values and mission statement	Know the values and think of examples of when you have demonstrated them	
Research the job	Who else can I talk to; do I know anyone who works for the company or a competitor?	
Know the skills that are required in the role	What examples do I have of demonstrating these skills	
Know where you are going and who you are meeting	Do I know exactly where the interview is and how I will get there? Do you know who you are meeting and what they do? Allow an additional 30 minutes for your journey?	
Prepare what you will wear	Make sure you know what you will wear and that it is ready the previous day	
Review your application form	Check you can talk about the answers you listed	
Review your CV	Check you can talk about the achievements, hobbies jobs that you have listed. Have a spare copy to take with you on the day	
Find out what type of interview to expect	There are a number of different types of interview; knowing which type will guide your preparation	
What else might you be asked to do	Are you sure of the process on the day and how long you will be there?	
Think about typical questions you might be	Why do you want the job? Why do you want to work for this company? Get a friend or family member to practise asking you	



asked	these questions so you are credible and fluent	
What questions do you have?	Make a list of questions about the company and job as you undertake your research	

