

## Advice Sheet: Interview Checklist

<b>Pathway:</b>	Speech for Employability
<b>Assessment Section:</b>	<b>Section 1 and 2:</b> Employability Talk/Take part in an Interview
<b>Advice:</b>	<p>You only get one chance to make a first impression. Use ESB's pre-interview checklist to make sure your interview is magic!</p> <ul style="list-style-type: none"> <li>• <b>Appearance:</b> Come as your best self – make sure you're clean and tidy as your appearance is the first thing they'll register.</li> <li>• <b>Body Language:</b> Even if you don't feel it, a confident stance (shoulders back, smile, eye contact, a firm handshake) will give the impression of confidence – fake it 'til you make it!</li> <li>• <b>Responsiveness:</b> Be on time, use a formal register and standard English, answer clearly and competently, and focus on your strengths.</li> <li>• <b>Attitude:</b> Be respectful, positive and enthusiastic, and use the interviewer's name.</li> <li>• <b>Curriculum Vitae:</b> Make sure you include: Contact details, personal statement, education and qualifications, work experience, voluntary experience, relevant skills. Proof read to pick up any errors.</li> <li>• <b>Ask:</b> An interview is a two-way process. Prepare some questions to ask as this will demonstrate genuine interest.</li> <li>• <b>Don't</b> have your phone on in the interview and definitely don't chew gum / bring food or drink into the interview.</li> <li>• <b>Application:</b> Read the application criteria carefully, to ensure you meet all the requirements and supply the relevant information.</li> <li>• <b>Bring</b> past work samples / a portfolio (if applicable), directions to the interview and the interviewer's contact details.</li> <li>• <b>Research:</b> By researching the company, you will be able to give confident, informed responses.</li> <li>• <b>Analysis:</b> Review and analyse your performance. Ask for feedback to you can use this to improve your technique.</li> </ul> 