

Interview Check List

Leave ample time to spare.

Don't leave it to the last minute - it is better to be an hour early than 2 minutes late!

Prepare your research on the company and your interview questions. It is quite acceptable to note down answers but politely ask if it is OK to take notes.

If for any reason you cannot make the time of the meeting, even at the last minute, **you must let the Agency and/or the interview know** you have a problem. Your good reputation will be damaged beyond repair if you fail to turn up without notifying anyone. Failure to do so is one of the worst possible interview sins.

Remember you will have just one chance at this interview so even if you see it as a fact-finding, initial meeting, it is essential that you present and sell as well as you can. If you like what you hear and there is an offer, you need to make sure your presentation brings you the best possible offer. If you sit, arms folded, with an "OK - so sell me!" attitude, your demeanour may well be perceived as self-opinionated or arrogant.

Dress

- Use style and colours appropriate to both the company and the position for which you are being interviewed.
- Your suit or outfit should obviously be nicely cleaned and pressed.
- Always, always a crisp shirt or blouse.
- Clean shave with **no** 5 o'clock shadow! For interviews straight from work, take a clean shirt, another suit and your shaver with you in the morning.
- Finger nails trimmed and clean.
- Shoes polished without obvious wear or scuffing.

Upon being greeted

From the very first moment you are being judged and measured. The impression you create in the first few seconds is crucial.

- Politeness and courtesy are essential.
- Wait to be invited to be seated.
- Do not put your papers or a brief case on the interviewers' desk.
- Maintain self control and keep calm.
- Listen carefully. What you are being told gives you the weapons you need to respond carefully.

Never interrupt or cut across the conversation - this will always lose you points - it is the height of bad manners!

When seated

- Do not slouch - keep a tidy body posture and watch your body language.
- Reflect your interest in both word and posture - lean forward to emphasise.