



Prepare for an interview

Preparation is essential and will make a difference to how you perform and how well you market yourself.

Use this checklist to make sure that you are fully prepared.

1 Find out about the company or organisation

Why?

- If you know what the organisation does, you'll feel more confident about answering their questions.
- The person interviewing you will be impressed if you show them that you are knowledgeable about what they do.
- It will help you decide if the company's values and policies fit with your own.
- It may make you think of some questions that you want to ask the employer.

How?

- Look up the company website if they have one.
- Make a list of things you want to find out about the organisation such as salary information.
- Think about your networks. Do you know anyone who works or has worked there?
- If you know someone in a similar organisation, talk to them about what they do.

2 Review the job description, your CV and cover letter, practise interview questions and prepare your own

Why?

- Use the job description to think of questions an employer might ask.
- Identify the skills you want to emphasise in the interview and be clear about how your skills could be used in that position.
- You are likely to be asked at the end of the interview whether you have any questions to ask.

How?

- Imagine you are the employer. What questions would you ask? You can use typical questions listed later in this workbook and on careers.govt.nz to help you.
- Write answers to the questions to help you think of good examples.
- Practise answering questions aloud with the help of another person. Or record your answers and play them back. Check that your answers are clear and easy to hear, with a positive tone. Sometimes when we are nervous, we talk faster.
- Make a list of questions you would like to ask about the work or organisation.

Prepare for an interview (continued)

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Plan what you will wear and how you will travel to the interview

Why?

- If you are late for the interview, you will give the employer a bad first impression.
 - Rushing may make you anxious and this could affect your interview performance.
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How?

- Choose an outfit that is tidy, clean, ironed and appropriate for a formal interview.
- Find out where your interview is then check how you will get there.
- If you need to catch a bus or train, make sure that you have checked out the times. Allow yourself extra time for any unexpected delays.
- If you can, do a trial run before the day of the interview so that you know where it will be held and how long it takes to get there.

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Make sure you are clear about the interview process

Why?

- Some selection processes involve undertaking tests, delivering a presentation, giving group presentations or other tasks.
 - It is important to know whether you are going to be interviewed by one person or a panel of people.
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How?

- If you have not been given information about the interview process, contact the organisation and ask the employer what the interview will involve.
- If you are being interviewed by a panel, make a connection with all the interviewers. Address each reply to the person who asks the question, while being aware of the other panel members.