

Checklist – Interview Preparation

You can use this checklist to help you prepare for your interview.

Before the interview

- Read the job advertisement and think about all questions you may be asked based on the requirements of the role.
- Download a copy of practice interview questions we have prepared for you.
- Prepare your answers using the STAR methodology (Situation, Task, Action, Result).
- Practice answering the list of questions you created and the practice questions we have prepared
- Research about the company.
- Make note of specific questions to ask the company during the interview.
- Research about the interviewers (for example: where they have worked before, how long they have been in this company, which other roles they have had, etc).
- Select your outfit for the interview.

On the day of the interview

- Bring pen and a notebook or a device to take notes and refer to your notes.
- Arrive early, but not too early. 10-15 minutes before the interview is acceptable.
- Be friendly with the receptionist, keep eye contact and smile (eg. “Good morning, my name is XYZ, I am here for the 10am interview”).
- During the interview, keep eye contact with everyone who is interviewing you, not just the person who has asked the question.

After the interview

- Email the company a “thank you” note within 24 hours of your interview.

For more information

- Job Interviews video series

<https://studyadelaide.com/student-portal/working-in-adelaide/employment-toolkit>