



# Interview Check List



**Pathway Group**  
putting you first

# Interview Check List

Make sure that you are prepared for every area of your interview with our checklist!

## Before submitting your application

- o Make sure that you have an appropriate e-mail address.
- o Make sure that you have an appropriate voicemail message.
- o Make sure that your spelling and grammar is correct throughout.
- o If your CV and cover letter is printed make sure that it is on nice, clean paper, put it in an envelope and isn't crumpled in your bag or back pocket.

## When you receive an invite to interview

- o Sound enthusiastic.
- o Make sure that you have all of the information you need about where it is, what time etc.
- o Thank the person on the phone or reply with acceptance and a thank-you email.

## Prior to the interview

- o Research the organisation and the job that you are applying for.
- o Work out how you are going to get there making sure that you allow enough time for delays and to be there a little early.
- o Prepare answers to typical interview questions (see other apprenticeship recruitment downloads for more information).
- o Prepare questions that you might like to ask the interviewer(s).
- o Prepare examples of when you have used skills that will be relevant for the job.

## Appearance

- o Take a bath or Shower prior to the interview and make sure that you look presentable.
- o Wear clean and ironed clothes.
- o Wear appropriate clothes and footwear.
- o Wear matching socks.
- o Clean/polish your shoes.
- o Make sure that your hands and fingernails are clean and stay away from non-conservative nail varnish and patterns etc.
- o Wear conservative makeup, accessories, jewellery.
- o Brush your teeth.
- o Wear subtle perfume/aftershave.
- o Cover Tattoos and piercings (one set of small earrings is fine).
- o Don't chew gum during the interview.

## **Body language**

- o Shake hands firmly.
- o Smile.
- o Sit when you are offered a seat.
- o Use good posture, sit up straight.
- o Be attentive – Nod, take notes if appropriate.
- o Make good eye contact but don't stare.
- o Avoid negative behaviour (yawning, crossing your arms, looking disinterested, not maintaining eye contact).
- o Be composed (don't fiddle, play with your hair, tap your feet etc).

## **Responsiveness**

- o Bring a copy of your CV, the application form and the job interview with you.
- o Bring a pad and a pen to take notes (if appropriate).
- o Switch off phone or set it to silent (make sure vibrate is also turned off if just putting it to silent).
- o Be on time.
- o Address the interviewer with their title and surname unless told otherwise (MrMrs).
- o Refer to the job advert/description when answering questions.
- o Answer questions directly and try to make you answers as concise as possible instead of talking about things that are irrelevant.
- o Show enthusiasm.
- o Speak clearly using correct grammar.
- o Avoid slang, swear words and suggestive language.
- o Focus on your strengths.
- o Don't interrupt the interviewer.

## **Attitude**

- o Be respectful.
- o Be positive and enthusiastic.
- o Be attentive.
- o Be knowledgeable about the company and show interest in it.
- o Use the interviewers name.
- o Be professional and mature.

## **Closing the interview**

- o Ask questions about the organisation/job (remember the questions that you prepared).
- o Stand up when told the interview is over and shake hands with the interviewer.
- o Thank the interviewer(s) for their time.
- o Reiterate your interest in the job.
- o Ask when you can expect to hear back by.

## Follow up

- o If appropriate, send an e-mail thanking the interviewer for their time and reiterating your interest in the job.
- o If they ring or e-mail you to say that you haven't got the job, be polite, thank them for taking the time to interview you and then ask for feedback so that you can improve on your next interview.
- o If they ring or e-mail you to say that you have got the job, thank them, show enthusiasm and then ask what happens next e.g. when you are expected to start, what you need to bring on your first day, what you need to wear etc.

**Want to find out more about Apprenticeships and more tips and advice on interviews please contact us on: 0121 707 0550 or e-mail: [info@pathwaygroup.co.uk](mailto:info@pathwaygroup.co.uk)**

