



## PREPARING FOR AN INTERVIEW

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To assist in your preparation we have created a checklist of information and considerations that should be taken into account before you interview.

- **Research** about the broader company through your consultancy, websites, friends and press.
- Have a **written job specification** from the company or the consultancy representing you.
- **Qualify** the skills and behavioural competencies needed to succeed in the role.
- **Understand the interview process** and have some indication of the **personalities who will be interviewing you**.
- **Know the title** of the interviewer and where they sit within the organization.
- The **interviewer is assessing you**. They assess you for how well you **explain yourself and illustrate (through real examples)** your awareness of;
  - Your current & previous roles
  - People skills
  - Competencies
  - Technical understanding
  - Personal strengths & weaknesses

These things will determine whether you are best person for the position, the team or the company.