

Poster/Lift-out

Radiance Interview Checklist



Things to do before the interview

1. Change your voice mail on your home/mobile phone and email address.
2. Researching the organisation and the job.
3. Think about your strengths and weaknesses, the skills and personal attributes do you have.
4. The questions they may ask you and your potential responses
5. Questions to ask the employer.
6. Learn about Equal Employment Opportunity and Occupational Health & Safety laws and principles.
7. Consider your transportation to and from the interview.
8. Prepare your folder with resume, certificates, references. Also a note pad and pen.
9. Re-read your application and resume.
10. Get the OK and list names of referees – both professional and personal.
11. Work out your outfit.

Things to do after the interview

1. It is important that you **learn** from each interview – practice makes perfect. It normally takes many applications and job interviews before you are offered a position. In other words, **do not give up!**
2. The day after your interview email the interview panel. Your email should thank them for the opportunity of an interview, and confirm your interest in the position.
3. If you have not heard back from the interview panel by the time they said they would get back to you then give them a call. Let them know that you are following up to see whether there has been any progress and whether they have made a decision.
4. Look after yourself during the waiting period as this can be a stressful time. If you are feeling over anxious about it, stop and re-assess. If you do not get the job, will you still be thinking about it in 12 months time? Probably not. Put it all into perspective and look forward to another interview to practice your interview skills again.
5. If you are unsuccessful for the role **ask for feedback**. Find out what it was that let you down and how you could have improved your interview. This information might sting a little but it will be helpful for your preparation for the next interview.
6. Keep track of the jobs that you are going for, who you have been talking to and the feedback that you receive. You may find yourself applying for numerous jobs with the same employer. It is good to refer back to past interviews and what you have improved on since then.