

Interview Preparation Sheet

Did you know?

- Interviews often include questions about **values and behaviours**, not just skills and experience.
- It's normal to feel nervous and interviewers expect it, preparation can help turn nerves into focus.
- Some organisations use **structured interviews**, where all candidates are asked the same questions, to make the process fairer.
- Even if you don't get the job, interviews are a valuable chance to **build experience and confidence**.

Interview Checklist

Before:

- ☐ Research the organisation
- ☐ Review the job description alongside your CV
- ☐ Make a prompt list of key skills or experience you want to share
- ☐ Make a list of questions you want to ask
- ☐ Plan what you will wear
- ☐ Plan your route or prepare a suitable space at home if the interview is taking place online

During:

- ☐ Do not arrive more than 5-10 minutes early
- ☐ Make sure you check your links/tech if online
- ☐ Check your clothes/hair etc
- ☐ Greet people positively
- ☐ Remember, you have been invited to interview because you are a good applicant
- ☐ Say **yes** to water (you'll be grateful if you get nervous and can take a sip to give you time to think of your answer)
- ☐ Listen carefully to the questions
- ☐ Ask for clarification if needed
- ☐ Use "STARI" answers (situation, task, action, result, impact) to help form your responses
- ☐ Use your prompts

After:

- ☐ Thank the interviewer(s) and anyone else you have met
- ☐ Reflect on what went well and what could have gone better
- ☐ Ask for feedback if needed