

## Pre-interview checklist

Have you...	Yes!
<b>...worked out how to get there and how long your journey will take?</b> If you've never been to the venue before, why not do a trial-run a few days before?	<input type="checkbox"/>
<b>...found out what format the interview will take?</b> Depending on the job and the organisation, the interview might be a one-to-one, a panel interview or a group interview. Read more about the different types in interview FAQs.	<input type="checkbox"/>
<b>...found out what resources are available?</b> If you've been asked to do a written test or a presentation, you'll need to call ahead to find out what facilities are available.	<input type="checkbox"/>
<b>...prepared answers to some of the typical interview questions?</b> Get the inside track in our guide to the top 10 questions employers ask.	<input type="checkbox"/>
<b>...researched the organisation?</b> A simple scan of the website can help you impress the interviewer with your knowledge of their organisation.	<input type="checkbox"/>
<b>...printed out the CV or form you sent in application for the job?</b> This will help you to prepare for any specific questions about your application and your work history.	<input type="checkbox"/>
<b>...prepared examples of when you've used skills relevant to the job?</b> You can identify the kind of skills you will need by reading through the person specification or by checking out our Job Profiles.	<input type="checkbox"/>
<b>...prepared two or three questions for the end of the interview?</b> This is your chance to impress the interviewer by asking questions that show you understand the organisation and the role you'd be working in.	<input type="checkbox"/>
<b>...decided what you're going to wear?</b> Will you look the part? Always look tidy, even if the dress code at the organisation is informal.	<input type="checkbox"/>