



# INTERVIEW PREPARATION CHECKLIST



- Go through the interview confirmation with a fine toothcomb and make sure it makes sense (if it doesn't email the person who sent you this and ask as many questions you need to).
- Check the travel time to the company you are interviewing at.
- If you are travelling by public transport, then research the travel times – work your journey out.
- Research the company, not just the 'ABOUT' page, and have a look if they have posted any news, is there anything you can relate to that you feel confident bringing up in the interview?
- Check out the company on their social media platforms (Facebook / Twitter / Instagram / Glassdoor / LinkedIn) and make notes of any points you want to bring up in the interview

## NOW, YOUR OUTFIT!

Dependent on what company it is then this will depend on your outfit!  
*Corporate (finance / legal / government) I would go suited and booted  
(give your shoes a good polish too!)*

*BUT*

*The majority of companies Hargreaves Recruitment deal with have a smart / casual / wear what you want policy.*


*(If in doubt, please contact the person that arranged your interview and ask them for the dress code but smart casual will always be a winner!)*

Most employers will go through what is called a competency interview (<https://www.glassdoor.co.uk/blog/competency-based-interview/>) so make sure you run through a couple of examples before you arrive and make sure they are work related.

Make sure you know your CV back to front as you may be asked questions on this.

Also – use the notes you have done the research on to ask questions at the end (if you feel comfortable)

Finally, the last crucial bit of advice I can give you, **JUST BE YOU!!!!**  
*Don't ever put on a front because you think this will please the interviewer.  
Most companies will recruit based on 50% can you do the job and 50% do you fit into their company*



**Just remember - deep breaths, keep your cool and you've got this!  
I hope this has been helpful and go smash that interview!**



If you are struggling or feeling lost with recruitment then we have lots of information, hints and tips to help you on your way to finding your next opportunity! Head over to the Recruitment Goodies page on the website!

If something isn't clear in any of this document, then please pop Leanne or one of the team a message through

Many thanks for taking the time to read this and please feel free to recommend this to anyone that you think could benefit from it!

**From all of us here at Hargreaves Recruitment, we wish you all the success in your job search!**

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