

MAKING A SUCCESSFUL APPLICATION CHECKLISTS: INTERVIEWS & TELEPHONE INTERVIEWS

PREPARATION

Search for information about the company on the company's website, through other online outlets/in the press and on social media

Commit the job description to memory

Make a note of your personal strengths/weaknesses

Make notes about the most commonly asked questions in interviews

TELEPHONE INTERVIEW

Take the call in a quiet and comfortable space

Have your CV and covering letter to hand

Have a notepad and pencil ready

Have your voicemail set up with a professional greeting

Answer calls using both your first and last name

INTERVIEW

Save or print out directions to the interview site. Make sure you have information on parking options.

Allow sufficient time to reach your destination

Choose an appropriate outfit for the interview (depending on the position, business suit or smart casual.

As a rule: better over dressed than under dressed)

Print out your CV and the job description, bring any required original documents with you

Have a notepad and pencil ready

Find out the first and last name of your interviewer