

Prepare for the interview – checklist

1 **Research**
What do you know about your prospective employer? Do some research about the company's business concept and vision. In that way you show interest in them and you will be able to answer questions about the company.

Hint!

Prepare your own questions about the company.

2 **The interview**
Do you know how the interview will be carried out? There are a number of ways to hold an interview. The company may plan a meeting between you and someone at the company, or through a recruitment company. Another way could be to hold a panel interview with several candidates.

Things to consider!

Try to adapt your outfit to suit the company you are visiting.

3 **Questions at the interview**
Practise the interview situation before you meet the employer. Prepare answers to questions about the future, your personality and your skills.

Hint!

There is lots of preparation help at recruitment company websites.

4 **Employment tests**
Employers often use tests to screen applicants. Types of tests and selection procedures utilised include cognitive tests, personality tests, medical examinations and background checks. Be sure to ask for feedback if you have completed some type of test.

5 **Salary**
It is important to be prepared when a prospective employer asks you about your salary expectations. Try to establish what a reasonable salary level is before you attend the interview. If you feel comfortable, discuss this with the employer at the end of the interview.

6 **References**
Figure out who could act as your referee. Contact them and describe the job so that the referee will be prepared to give a reference. At the end of the interview, hand over a list of your references complete, with names, companies, phone numbers, e-mail addresses and your own relationship to the referee.

Things to consider!

Try to find 2–3 referees. Perhaps a professor, a colleague or a manager?