

YSPN INTERVIEW CHECKLIST

Pre-Interview

- Analyse the job description
 - Take particular note of the key selection criteria.
- Research the company
 - Have they released recent studies/articles
 - What are their key achievements in their development
 - Learn their organisational chart and key members of the company i.e., Senior members of the company
- Print 3 copies of your resume to take with you to the interview
- Practice answers to common interview questions (including background related, behavioural and competency based questions), few examples are:
 - Tell me about yourself
 - Why are you interested in this job
 - What makes you the best candidate for this job
 - What are your strengths and weaknesses
 - Why do you want to leave your current job
 - If applicable – why is there a gap in your employment history
 - Where do you see yourself in 5 years or 10 years
 - Tell me about a moment in your employment history where you were required to show leadership
 - Tell me about a moment in your employment history where you had to deal with conflict or a difficult situation, and how did you manage this
 - What are your salary expectations
- Prepare a couple of questions to ask the interviewer at the end of the interview
- Prepare what you will wear to the interview and how you will get there (check directions etc)
- Prepare to talk to anything noted on your resume

Day of the Interview

- Wear clothing that is professional, clean and ironed – first impressions count!
- Make sure you have something nutritious to eat for breakfast on the day of your interview, you don't want your stomach rumbling or to feel hungry during your interview.
- Arrive 10-15 minutes early, account for time for traffic/parking
- Put your phone on silent
- Bring:
 - The full name and address of the company, the department or building where your interview is, the name and position of the contact person/interviewer and contact number.
 - Directions to the company
 - Couple of copies of your resume. Include copies of the letters of recommendation or written job references you have.

- Pen and paper. Taking a few notes during your interview shows you are listening closely. Include your business card if you have one. If you are going to a panel interview make sure you have enough to give each member of the panel a business card.
- Take the job advert or any details of the position that you have. You may want to refer to this during the interview if required.
- Take an umbrella if you are walking to the building just in case it rains!

During the Interview

- Show enthusiasm and smile
- Speak clearly using proper grammar
- Use good body language – posture, eye contact, firm handshake
- Illustrate your answers to technical questions with examples, one of the most common ways to answer these questions is the STAR Technique
 - **SITUATION** Describe the situation, context, and background
 - **TASK** Describe what was required of you
 - **ACTION** Describe what you did, how you did it, and tools you used
 - **RESULT** Close with the outcome and impact of your actions
- Be yourself, confident, honest, and be prepared to talk, but also give an opportunity for your interviewer to raise topics as well
- Don't be afraid to ask for clarification if you do not understand a question
- Always prepare a few questions to ask the interviewer at the end of the interview. Below are a few example questions you could ask:
 - How would you describe the culture of the company?
 - Thinking back to people who have been in this position previously, what differentiated the ones who were good from the ones who were really great?
 - What would a typical day look like for the role being offered?
 - What do you expect me to accomplish in the first 60 to 90 days?
- In closing, ask if there is anything else you can provide, find out the next steps in the hiring process, and thank the interviewers for their time.

Post-Interview

- If appropriate, you could consider following up with the interviewer the following day. A post-interview email is an opportunity to reiterate your interest in the position and make sure you and the interviewer are on the same page and that there's no additional information they need from you. Your follow-up should thank the interviewer for their time and include a reaffirmation of your interest in the position.
- Don't pause your job search while you wait for an answer. Until you hold a job offer (with the right job title, salary, and start date) in your hand, you *don't* have a new job.