This checklist provides tips and advice to guide you through the interview process. Place a ✓ in the box as you complete each step.

Remember, preparation and practice is the key to interview success!

**Before the interview**

- **Know the company and the role**
  - Review the job advertisement again and request a copy of the position description (if not already attached to the interview confirmation email).
  - Visit the company’s website to research its key services/products, current projects, core values, strategic direction, competitors and market trends. Make sure you can articulate what interests you about joining the company.

- **Revise your resume and your skills**
  - Re-familiarise yourself with the details about your previous jobs and extracurricular activities. Revise the dates, roles and responsibilities, systems used and notable achievements.
  - Reflect on how your skills and experience can be transferred into the role you are interviewing for.

- **Practice! Practice! Practice!**
  - Review the practice questions available on the UTS Careers Website (see back page for link).
  - Practice answering behavioural questions. Reflect on specific examples and formulate answers using the ‘STAR’ approach.
  - Test your interview skills using InterviewStream (video practice software). Assess your own performance and observe your body language (see back page for link).
  - Book a mock interview with a member of the UTS Careers Service (see back page for booking details).

- **Plan your journey**
  - Aim to arrive at the office address 10-15 minutes before your actual interview start time.
  - If catching public transport, check the relevant transport timetables the day before AND on the day of the interview. Always allow extra travel time for unexpected delays or trackwork.
  - If driving, research the suitable carpark options and allow extra time to find parking.

- **Dress for success**
  - Choose an appropriate outfit - If in doubt, remember it is better to be overdressed than underdressed.
    - For men – It’s recommended that you wear a suit, button up shirt and a tie
    - For women – It’s recommended that you wear a skirt or pant suit with a button up shirt or blouse
  - Ensure your clothes are freshly washed, ironed and tidy looking.
  - Pay extra attention to personal hygiene on the day of your interview – ensure that you shower with soap, use deodorant and brush your teeth.
  - If you are using strongly scented perfume, use sparingly.

- **Be prepared**
  - Make a list of questions to ask interviewers at the end of your interview.
  - Bring printed copies of your resume in a folder.
Interview Preparation Checklist

Second Page

After the interview

☐ Send a thankyou email
  • On the same day as your interview, send an email to the relevant Recruiter / Hiring Manager thanking them for arranging the meeting and re-inforce your keenness to join the organisation. This email should be well-written and well-formatted.

☐ Advise your referees
  • Contact your referees to let them know that you have reached the interview stage of a recruitment process. Provide details about the company and the role. This will give them context about what skills and strengths to highlight if they are contacted for a reference check.
  • For tips, visit https://utscareers.wordpress.com/2014/11/25/top-ten-tips-preparing-referees/

☐ Wait the specified time before following up
  • After interviews, Recruiters will generally provide a timeframe for when they expect to contact you with an outcome. Ensure you wait the specified period before contacting them for a status update.

☐ Review your performance
  • Whether you are successful or not in securing the job, remember that each interview is a great learning experience! Assess your performance to identify any areas for improvement.
  • If you don’t get the job, ask your interviewer for constructive feedback on what you could improve on, or if they thought your work skills and experience were lacking in any area.
  • For any questions or queries, come and see one of the experienced Recruitment Advisors at a drop-in consultation.

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UWS Careers Service
Interview Preparation Checklist

Interview Preparation Resources

<table>
<thead>
<tr>
<th>Back to Basics: Interview Skills Workshop</th>
<th>Register to attend a small group workshop covering extra preparation tips and advice on interview etiquette. Workshops can be booked through CareerHub, attending a drop-in consultation or calling (02) 9514 1471</th>
</tr>
</thead>
<tbody>
<tr>
<td>InterviewStream</td>
<td>UTS Careers Website → Interviews and Testing → ‘Practice’ section or <a href="https://uts.interviewstream.com/Account/Login?ReturnUrl=%2f">https://uts.interviewstream.com/Account/Login?ReturnUrl=%2f</a></td>
</tr>
<tr>
<td>Mock Interview</td>
<td>Book a one-on-one practice interview with a Career Consultant in the UTS Careers Team. Appointments can be booked by attending a drop-in consultation or calling (02) 9514 1471</td>
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