Where When Who

Where
  ◦ Address of interview
  ◦ Checked on Google maps

When
  ◦ Journey time

Who
  ◦ Name and contact number
  ◦ Add to mobile in case of issues when travelling

What
  ◦ What paperwork do you need to take
  ◦ Examples of you work that are relevant
Appearance

Clothes
- Check what will you wear is clean and ready to go

Shoes
- Polish day before

Hair
- Length and look OK?
Company Research

Company Website
- Start with about us section
  - What do they say they do
- Look at the people and history
- Look for connections with your experience
- If time look at products, clients, news……

Google check
- What does their name throw up
- Check for recent news
Job Description

Check for key attributes
- Attitudes/skills mentioned
- Plan examples to use for “give me an example of when you have.....”

Technical words
- Google any term you are not sure of

Obstacles
- Plan answer to biggest problem
Questions

Plan your questions

◦ What do you want to know
◦ Next steps in process
On the day

Stuff to take
- Phone (turn it off on arrival)
- CV
- Job description
- ID
- Map
- Contact details
- Money
- Examples
- Waterproof/umbrella
- Small bottle of water