

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 your 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