

MAKING A SUCCESSFUL APPLICATION CHECKLISTS: **INTERVIEWS & TELEPHONE INTERVIEWS**

PREPARATION



Search for information about the company on the company's website, through other online outlets/in the press and on social media
Commit the job description to memory
Make notes about the most commonly asked questions in interviews
Make a note of your personal strengths/weaknesses

Have your voicemail set up with a professional greeting

TELEPHONE INTERVIEW



Take the call in a quiet and comfortable space
Have your CV and covering letter to hand
Have a notepad and pencil ready
Answer calls using both your first and last name

As a rule: better overdressed than underdressed

INTERVIEW



Save or print out directions to the interview site
Make sure you have information on parking options
Allow sufficient time to reach your destination
Choose an appropriate outfit for the interview (depending on the position, business suit or smart casual)
Print out your CV and the job description
Bring any required original documents with you
Have a notepad and pencil ready
Find out the first and last name of your interviewer