



Interview Checklist



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1. Your interview has been confirmed: Prepare

Preparation and confidence are the key skills to a successful interview. It's a known fact that an interviewer will have decided whether or not they are going to give you the job within a few minutes. Remember: Prepare. Practise. Perform.

1.1 Do

- Get as much information as possible on the company - read all the latest news about the company, check out the web site and try to speak with someone who has worked there.
- Prepare answers to a range of job and skill-based questions that you can use.
- Prepare a few questions for the interviewer showing that you have done your homework about the organisation and its business.
- Check the format of the interview - it could throw you off if you're presented with a test of some sort that you were not expecting.
- Dress for success!

1.2 Don't

- Leave yourself short for time - always expect the unexpected.

2. The interview

2.1 Do

- Be punctual, there's nothing worse than arriving late and in a fluster.
- A good firm handshake and good eye contact are very important.
- Let the interviewer lead the interview. Listen for the concerns behind the interviewer's questions.
- Your attitude strongly contributes to the interviewer's opinion of you, so have the right one
- Be positive and describe your skills in a factual way.
- Look interested in what the interviewer is saying and, answer questions as fully as you can.
- If there is a situation where a panel is interviewing you, direct your answers to all of the members. It is important not to ignore anyone.
- Know what your interviewer is looking for.
- Be flexible - consider reasonable offers and give it your best shot.
- Don't give up, the search may not be a short one, but don't give up.

2.2 Don't

- Criticise yourself or past employers.
- Interrupt the interviewer.
- Answer a question with another question.
- Appear giddy or nervous by fidgeting.
- Ask a lot of questions about the salary and benefits.