



INTERVIEW PREPARATION

CHECKLIST FOR COMMERCIAL AND INDUSTRIAL PROFESSIONALS

Once your interview has been confirmed, follow the checklist below to ensure you are fully prepared and ready for your upcoming interview.

1. Schedule a holiday with your current employer.
2. Speak to your recruitment consultant for a full interview brief.

What you need to know is:

- When is the interview, day, date, time, and place?
 - Whom will the interview be with? Will it be one interview or a series with different people from the company?
 - Will this be a competency-based interview? If there is a presentation required, ensure you have a full brief.
3. Check out the logistics of the interview location. Do you know where it is and how to get there? [If not, time the journey!]
 4. Do your online homework and read the company's website and blog. Make a note of anything exciting or information about their growth plans. Look at their testimonials or case studies. Look at their social media presence, what are they sharing that you could use as a conversation starter?
 5. Review the job description and your CV. Identify the links between the role you are applying for and your CV.
 6. Prepare three potential answers to questions that you may be asked that would demonstrate your ability to deliver on each specific part of the job description.
 7. Review the competencies that the role requires. Reflect on your own experience and past successes and prepare examples that demonstrate these competencies.
 8. It is essential to use the STAR (Situation, Task, Action and Result) model when answering competency-based questions. The main competencies that interviewers will look for are:
 - Teamwork
 - Sales
 - Ability
 - Planning & Organisational skills
 - Customer Focus
 - Initiative
 - Motivation/Drive for results
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9. Practice delivering your answers so that you are fluent and can communicate them with confidence. Ask a friend or significant other to practice with you.
10. If you have documented evidence related to your success take that with you. This might include letters of commendation from one of the senior leaders, your last performance review, thank you letters or any awards you might have won.
11. Prepare questions to ask your future employer. Make these questions about the company and role that you have not been able to find information on; questions such as the future of the company and role rather than details of the compensation and benefits package.
12. Plan what you intend to wear. Though this might sound 'old school', first impressions count and what you wear to an interview needs to be professional and appropriate for the role you are applying for. If you are unsure, check with your recruitment consultant.



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