



# 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 on the date of your interview.
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?
  - Who 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 homework and research the company's recent activity as well as any general news promoted through their website. Make a note of anything exciting or information on growth plans or changes to the business. Look at testimonials, case studies, and their social media presence, in order to get a feel for what you could use as a conversation starter during the interview.
  5. Review the job description and your CV. Familiarise yourself with the role's requirements and responsibilities, and identify where the links are between the (former) two. This will inform the relevance of the answers you craft later on in preparation for the interview.
  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. Brush up on any relevant or recent news, cases and industry trends that can prove useful to reference in the interview.
  7. Review the competencies that the role requires and reflect on your own experience and past successes. Then, prepare examples that clearly demonstrate these competencies.
  8. When doing so, use the STAR (Situation, Task, Action, Result) model to ensure you are providing relevant, quantifiable answers. The main competencies that interviewers will look for are:
    - Teamwork
    - Competency in Sales
    - Planning & Organisational skills
    - Customer Focus
    - Initiative & Problem Solving
    - 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 of your own to ask the hiring manager. Ensure that you make these questions about the firm and role that you have not been able to find information on; questions such as the future of the business and role rather than details of the compensation and benefits package.

12. Have what you intend to wear already prepared ahead of the big day. Yes, it is an often repeated cliché, but it remains just as true; 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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