

Interview guide and checklist

This guide includes practical tips and a checklist to help you prepare for and reflect on the interview process.

If you have been invited to an interview, congratulations on reaching this stage of the recruitment process. Being invited to an interview reflects the time and effort you have invested in your application.

Preparing for a professional interview can be a daunting experience, especially if you have never participated in an interview before. Adopting a positive and reflective mindset can help you learn and grow from the experience. Instead of viewing the interview as a test, try to see it as an opportunity to learn, grow, and explore whether the role and organisation are right for you. An interview is a two-way conversation. While employers are assessing your suitability for the role, you are also evaluating whether the opportunity aligns with your goals, interests, and values.

Consider whether:

- The role aligns with your interests and career goals
- The organisation's culture aligns with your values and expectations
- There are opportunities for learning, development, and professional growth

Preparing thoughtful questions for the interviewer can help you better understand the role and organisation, while also demonstrating your interest and initiative. We wish you all the best in your interview.

Before your interview

- ☐ Review the job listing, position description, your resume, cover letter and any selection criteria
- ☐ Research the organisation, including its website, mission, values, recent news and online presence
- ☐ Identify who is on the interview panel and research each panel members's role within the organisation (if information is available)
- ☐ Review common interview questions and prepare some examples that demonstrate your skills and experience
- ☐ Develop responses that address the selection criteria and role requirements (use the STAR approach)
- ☐ Practise your interview responses aloud with a friend, family member, peer or by recording yourself
- ☐ Prepare and practise a tailored elevator pitch or introduction relevant to the role
- ☐ Develop thoughtful questions to ask the interview panel about the role, team, workplace culture, and professional development opportunities
- ☐ Select appropriate professional attire (clothing) and ensure it is ready before the interview
- ☐ Confirm the interview format (in-person, phone, or online), date, time and location
- ☐ Plan your travel arrangements or test your technology (if attending an online interview)
- ☐ Plan to arrive at least 10-15 minutes early or log in a few minutes before an online interview
- ☐ Get a good night's sleep and take steps to manage stress and support your wellbeing
- ☐ Take a moment to breathe, stay calm

After your interview

- ☐ Take some time to reflect on:
 - what went well
 - what could be improved for future interviews
- ☐ If you did not get the job, ask for feedback to help you improve for future opportunities
- ☐ If you were offered the job, consider:
 - your starting date
 - any leave you have planned in the short term
 - your expectations for salary (this will apply if a salary range has been provided)

For further details, please contact:

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