

## Checklist – Interview Preparation

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You can use this checklist to help you prepare for your interview.

### Before the interview

- Read the job advertisement and think about all questions you may be asked based on the requirements of the role.
  - Download a copy of practice interview questions we have prepared for you.
  - Prepare your answers using the STAR methodology (Situation, Task, Action, Result)
  - Practice answering the list of questions you created and the practice questions we have prepared
  - Research about the company.
  - Make note of specific questions to ask the company during the interview.
  - Resee Arrive early, but not too early. 15 minutes before the interview is acceptable.
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- Be friendly with the receptionist, keep eye contact and smile (eg. “Good morning, my name is XYZ, I am here for the 10am interview”).
  - During the interview, keep eye contact with everyone who is interviewing you, not just the person who has asked the question.

### After the interview

- Email the company a “thank you” note within 24 hours of your interview.

### For more information

- x Job Interviews video series

<https://studyadelaide.com/student-portal/working-in-adelaide/employment-toolkit>