



# Are you ready for your interview?

Here is a checklist to help you prepare:

## Are you ready for the call inviting you to an interview?

- Is your voicemail message appropriate, in case you miss the call?
- Have you thought about what questions you may want to ask when they call?
  - Where and when is the interview?
  - Who will be interviewing me?
  - Will the interview just be questions or will I have to perform any tasks?
  - Do I need to bring anything to the interview?
  - Who should I contact if I have any further questions before the interview?

*It helps to take notes during the call so you don't forget any details, and, if you are applying for lots of jobs, put the interview details in your calendar ASAP so you don't double book yourself.*

## Are you prepared for the interview itself?

- Do you know:
  - what you will wear?
  - how you will get there and how long it will take?
  - what you need to take with you to the interview?
- Research the job and the business so that you know what the business does, and can explain at your interview how you meet the job and business' requirements?
- Think about what questions you might be asked at your interview, and prepare and practise responses to these questions?
- Think about questions that you might like to ask during your interview?
- Re-read the advertisement and your application so that you can remember what they say?

*It's a good idea to allow plenty of time to get to your interview, and make sure you have the contact details for the business with you in case you are unexpectedly delayed and need to let them know that you will be late.*

There are lots of websites that can help you prepare for your interview. Here are a few that you might like to use to find practise questions, suggestions on what to wear, tips for contacting the business a few days after your interview to follow-up, and much, much more:

- The [myfuture website "Preparing to meet employers" page](#)
- The [Job Guide website "Applying for positions" page](#)
- The [Victorian Government Youth Central website "Job interviews" page](#)
- The [JobAccess website "How to prepare for and attend interviews" page](#)