



Interview Checklist

An interview is a critical step in the hiring process, which is why thorough preparation is essential to your success. To execute a great interview you want to leave a great impression and the best way to do so is to be prepared. Using the checklist below, discover proven tips and strategies that will help you prepare for and ace your next job interview.

Know Your Potential Employer

Research: In almost every interview you'll be asked what you know about the company, so do your research! Find out as much as possible about the company through your Lab Support Recruitment Consultant, the company's website, Internet searches, annual reports, and newspapers. Review the company's mission statement and what industries they serve. Gather information on the interviewer (if known) through LinkedIn and other resources. Your preparation will let a prospective employer know that you are motivated, hardworking and proactive.

Be Prepared

Practice: Prior to the interview, practice your responses without memorising or over-rehearsing them. Write down your answers to potential interview questions. Ask a friend or family member to conduct a mock interview with you. Visualise going through the entire interview experience.

Take care of the following the night before:

- Ensure your outfit is clean and ironed if needed.
- Make sure copies of your CV are printed and ready to transport in a portfolio or folder.
- Familiarise yourself with the route you'll take to your interview, including traffic patterns around the time of your arrival.
- Know exactly whom you're meeting with, what their title is, and as much about their role in the company as possible. *Important: confirm the time and place of the interview with the interviewer.*

During the Interview

Arrive 5-15 minutes early. Use this time to breathe deeply, and review your questions and responses. Your punctuality tells a potential employer that you're thorough and dependable.

First Impression: Smile and say hello to company employees – support staff often influence hiring decisions. Always keep a positive attitude. Never talk negatively about past employers or coworkers, regardless of your experience with them. A positive attitude shows that you're a team player. Connect with a smile and a firm handshake. Sit upright and lean forward in the chair, making eye contact and expressing interest. The first impression can be a great beginning or a quick ending to your interview.

During the Interview (continued)

Sell Yourself: Name five or six of your best attributes, accomplishments, or skills and be prepared to talk about them in detail. The strengths you focus on should align with the traits the employer is seeking in the open position. In addition to job-related skills, prepare a list of skills that you've acquired during any activity in your life – classes, projects, parenting, hobbies, sports, virtually anything – that are transferable to the job for which you are interviewing.

After the Interview

It's a very rare employer who isn't pleased to get a thank you letter; most consider it common courtesy. It's also a way to differentiate you from other candidates. Show that you're interested in the position by keeping your name in front of them. It's acceptable to email a thank you letter; however, a short, handwritten note demonstrates professionalism and interest. Be sure that the note you send is neat and well written, with no typos, misspellings, or grammatical errors.

With this checklist, a lot of preparation, and a healthy measure of confidence, interviewing for your next dream job will be effortless!

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