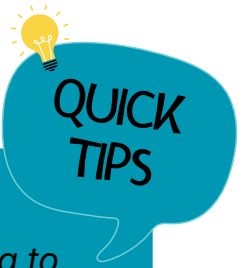


INTERVIEW CHECKLIST

Preparation builds confidence and confidence helps you show your best self.



REMEMBER:

You don't need to be perfect. You just need to be prepared, polite, and willing to learn.

Before Interview Day Checklist

1. KNOW YOUR APPLICATION

- ☐ I have re-read my application/CV
- ☐ I can talk about my experience confidently
- ☐ I remember key examples I can use (school, work, hobbies)
- ☐ I understand the job role and what the apprenticeship involves

2. PREPARE YOUR ANSWERS

- ☐ I have practised common questions (e.g. "Tell me about yourself")
- ☐ I can give examples using the STAR method (Situation, Task, Action, Result)
- ☐ I can talk about my strengths and a weakness honestly
- ☐ I have prepared reasons why I want this apprenticeship
- ☐ I can explain what skills I will bring to the role

3. RESEARCH THE EMPLOYER

- ☐ I know what the company does
- ☐ I know the basic values or goals of the organisation
- ☐ I have thought of at least 1–2 questions to ask them

4. PLAN MY APPEARANCE

- ☐ I have chosen smart, clean clothing
- ☐ My clothes are appropriate for a workplace interview
- ☐ I feel comfortable and confident in what I'm wearing
- ☐ I am prepared to look professional (hair neat, minimal distractions)



5. ORGANISE THE PRACTICAL DETAILS

- ☐ I know the interview time and location (or video link)
- ☐ I know how I will get there and how long it will take
- ☐ I plan to arrive early (10–15 minutes)
- ☐ I have checked transport or login details
- ☐ I have saved any contact numbers just in case
- ☐ I have researched the training provider location for travel (this is not always the same location as the employer)

6. IF IT'S AN ONLINE INTERVIEW

- ☐ My device is charged
- ☐ My camera and microphone work
- ☐ I have a quiet, tidy space ready
- ☐ I know how to join the call
- ☐ I have turned off notifications to avoid interruptions

7. MINDSET & CONFIDENCE

- ☐ I have practised speaking my answers out loud
- ☐ I know it's okay to pause before answering
- ☐ I remind myself I am being interviewed for potential, not perfection
- ☐ I feel prepared and have done my best to revise

8. WHAT TO TAKE WITH ME (IF IN-PERSON)

- ☐ Copy of my CV/application
- ☐ ID (if required)
- ☐ Water (optional but helpful)
- ☐ Any requested documents
- ☐ Pen and notebook

REMEMBER:

Think of some questions to ask the employer.

"What does success look like in this role?"

"What do you enjoy about working here?"

"What training will I receive?"

