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## Eilidh's Interview Checklist: How to Create the Fit Factor

Consider these guidelines; knowing these tips, will allow you to relax, be more confident and look forward to your interview.

### Your Outfit Checklist

1. Prepare everything from ironing your clothes to cleaning your shoes on the evening before the interview – no flip flops or dirty trainers
2. Wear something smart and comfortable – go for smart as opposed to casual- if in doubt dress up, as you can easily take off a jacket or tie if you feel over dressed
3. Consider calling the company/organisation to find out if there is a dress code – make it appropriate for the position – e.g. waiter/bakery assistant/store/office/university

### Your Personal Checklist

1. Cleanliness and hygiene are essential – hair/nails/make-up (if appropriate)
2. Review your jewellery/body piercings/other accessories/phone/glasses
3. Practise your handshake

### Interview Checklist

1. Know the date, time, location, parking (have money for a meter) but route train or bus timetables. Telephone number of company and name of interviewer for emergencies
2. Allow plenty of time and then add on 10 minutes more
3. Take a clean crisp copy of the following:  
Your qualifications, CV, testimonials, ROAs and pen and notepad, small bottle of water

### Venue – Final Checklist (just before the event)

1. Tidy your appearance top to toe
2. Use a mouth refresher or take a small mint ( if you have eaten spicy food or if you are a smoker – take note)
3. Dispose of chewing gum
4. Remove hat/head phones
5. Switch off your mobile
6. Re-read your questions for the interview and your prompts
7. Carry your bag or document folder in your left-hand ready to give a friendly and firm handshake.

Remember many interviewers could be more than twenty years older than you. They may have firm ideas and expectations regarding image, dress and presentation. They may have a dress code expectation or uniform established, so it is important to try to match this and fit in. It makes sense to conform to their protocols at this stage. Your own personality and style can emerge once you have the job. You do not need to be a company clone however portraying your *fit factor* is vital. You need to convince them that you are prepared to fit in.

**Head up! Smile! Relax! Have fun!**