Your pre-interview checklist

Tick off each step so nothing gets missed on the big day.

ZEBRA
TECHNICAL RECRUITMENT

Before the interview

- [ ] Researched the company: products, customers, news, competitors
- [ ] Checked their accreditations and standards (ISO 9001 etc.)
- [ ] Read up on the wider industry and current challenges
- [ ] Matched my experience to every line of the job description
- [ ] Ready to talk through equipment, systems and fault-finding
- [ ] Prepared 5–10 examples using STAR (Situation, Task, Action, Result)
- [ ] Practised answers to common questions out loud
- [ ] Had my full brief from my recruiter
- [ ] Planned questions to ask (training, shifts, travel, team)
- [ ] Checked route and parking – or tested my video set-up

On the day

- [ ] Good night's sleep and something sensible to eat
- [ ] Smart outfit, one level above usual work wear
- [ ] Sensible closed-toe shoes in case of a site tour
- [ ] Packed: CV, notepad, pen, certificates (and driving licence)
- [ ] Arrived 5–10 minutes early
- [ ] Friendly to everyone, from reception onwards
- [ ] Closed well: said I want the job, asked about any concerns and next steps

After the interview

- [ ] Called my recruiter with feedback – before the client does
- [ ] Told my recruiter about any other interviews or offers

> **STAR reminder**
>
> Situation – set the scene. Task – the challenge.
> Action – what YOU did and why. Result – the outcome (with numbers) and what you learned.

Gerard Latham · Zebra Technical Recruitment Ltd
01727 221276 · gerard@zebra-recruitment.com · zebra-recruitment.com