

Part 5 - Getting your Paperwork in Order

Have to hand copies of all your essential paperwork relating to the interviewer. You will need a copy of:

- Your CV Any job applications you sent off
- Any job adverts you are responding to.
- Directions to the interview.
- Details on where to park.
- The number of your recruiter and the potential employer (should you be delayed).
- Details about the company – what are their objectives/strategy or goals (a web search should help here) – if not call the company direct and ask someone.

Be organised but lose the bloody Nirex! Nirex' are good on exercise but when your hands are sweating trust me, they are a bitch, and they crease your paperwork. So, use a simple file or ring binder. Whatever you decide you need to find what you are looking for quickly and think about what it looks like from the interviewer's perspective. If you are giving something to someone then coffee stains, filing tabs and creases do not create a good impression!

Job adverts

Job adverts usually give you a good idea of the skills and abilities the employer is looking for, so you need to read the job advert carefully if you are to prepare properly for an interview. If you are applying for a lot of jobs from adverts, you will need to be very organised, and keep copies of all the adverts you reply to.

Application forms or packs

Keep a copy! You may send off lots of application forms. You need to do this because if called for interview you need to know what you said for things like, 'Describe how you fit the job description', or 'Outline why you feel you are right for this role'.