

Pre-course work

1. Ahead of the session, please take a few minutes to review the resources on the [Career Development pages](#) on Staffnet and consider which resources might be useful for you.

2. Update your CV and bring it with you. If you don't have a CV, start to draft one. It's a work in progress, so don't worry about getting it 'right' at this point. How close is it to ready?

3. Start to identify jobs and areas in the University that you might be interested in.

4. Complete the following interview technique audit prior to workshop.

Interview technique audit

In order for us to best support you in improving your interview technique, please rate yourself on the following areas:

1. Image and personal appearance- dress, grooming, LinkedIn profile.

Poor 1 2 3 4 5 *Excellent*
Comments:

2. Positive, confident body language

Poor 1 2 3 4 5 *Excellent*
Comments:

3. Able to personifying your CV

Poor 1 2 3 4 5 *Excellent*
Comments:

4. Able to talk about yourself positively - you are aware of what you can bring to the organisation and can talk about past achievements

Poor 1 2 3 4 5 *Excellent*
Comments:

5. Ability to handle questions including tricky ones

Poor 1 2 3 4 5 *Excellent*
Comments:

What might a tricky questions be for you in an interview?

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Please provide examples of any questions which you have been asked recently at interview.

Please provide details here of any particular concerns or areas that you would like to focus on during the sessions.

We are looking forward to working with you to prepare for your next role!