

INTERVIEW CHECKLIST

► Practical tips to help you prepare
and perform at interview.

INTERVIEW & ENGAGEMENT CHECKLIST



Steps to get interview-ready

► At the interview stage with PHE Group, you'll meet our hiring leaders and team members, either online or in person. It's your chance to ask questions, learn more about us, and show how your skills align with the role. Interviews usually last around 60 minutes, though the length has no impact on the outcome.

Before your interview

Record the date and time in your calendar and allow plenty of time to prepare.

Save the email invitation – it contains important contact details if you need to reschedule.

Review your CV and the job advert, and prepare answers on why you applied and how your experience fits the role.

Think of examples that show your commitment to safety, problem solving, teamwork, and achieving quality results.

Prepare a few thoughtful questions about the role or PHE Group.

Research

Visit our website and review recent projects or news to understand more about our work and values.

On the day

For in-person interviews:

Plan your travel in advance, allowing time for possible delays.

Arrive early so you can settle before the interview.

For virtual interviews:

Choose a quiet location with good lighting.

Test your device, microphone, and internet connection beforehand.

Have your CV and notes nearby for quick reference.

Presentation:

Wear something that makes you feel confident and is suitable for the role (smart casual, PPE, or uniform as appropriate).