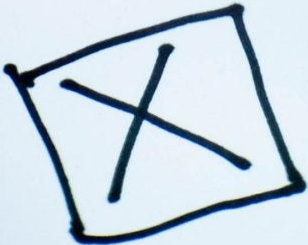


Pre-Interview

Checklist



Yes



No



Preparation for an interview is a smart way to display your professionalism and keen interest in the role. This is an opportunity to showcase you and your brand. Doing thorough preparation for an interview ensures that you'll feel relaxed, confident and clear minded to give yourself the best chance for success. If an interviewer can see that you've 'done your homework', it displays you're interest for the role and organization, you're a professional and serious about your career as well as a strategic thinker.

- ★ Review the Position Description – highlighting key areas and requirements allows you the opportunity to align your skill set to the role
- ★ Pre-prepare answers and questions – what would you ask in the interview if you were hiring for the role? Ask questions that are important to your values, your strengths, enhances your creativity and about a culture that resonates with you.
- ★ Know in advance where you are going, as well as the parking and transport options
- ★ Be aware who is conducting the interview
- ★ Research the Interviewers
- ★ Prepare your clothes in advance for the best impression





- ★ Research the company and their website
- ★ Have copies of your resume available
- ★ Send an email confirming the interview and your keen interest in the role
- ★ Review your current work contract if you have one – know your notice period or any restraint clauses
- ★ Know your why for applying
- ★ Remuneration – know your current package and what you would be seeking
- ★ Advise / prepare to share any upcoming holidays booked – particularly if they are of a long duration
- ★ Be very clear on your 'Work Code', your strengths and your values
- ★ Be clear on your reason for leaving your current employment
- ★ Ensure your reference contacts have been advised that they may be required. Ensure their contact details are up to date.

Find some of these tips useful?

Work with Dione by doing a one on one coaching package, Human Resource consulting or take advantage of the 'Ask Dione' service today!

Contact Dione McCurdy to find out more at www.dionemccurdy.com