

## Pre-Interview Checklist

Your Recruitment Partner is there to assist you with your job search and advocate for you with potential employers. It is important that they understand what you are looking for in a new role and why you are leaving your current position. We recommend that you consider the following questions prior to meeting with your Recruiter (or Hiring Manager).

- Am I easily contactable? Is my phone and my email reliable?
- Have I activated the voicemail function on my phone to allow my Recruitment Partner to leave me a message while I'm at work?
- Am I able to take calls during core working hours? If not, make sure you are contactable during your lunch break, early morning and after hours. Also inform your Recruitment Partner of any contact restrictions.
- Can my Recruitment Partner send information to my work email? We strongly advise you provide a personal email address to avoid any issues with your current employer.
- When can I attend interviews? Eg. before/after work or during lunch time.
- What is the notice period for my current role? What are the consequences if I choose to leave before it expires?
- Is there a chance my employer may make a counter-offer? Would I consider it?
- Do I understand the types of roles I am qualified for and what area I would like to move into? The more detail you provide, the more targeted your job search will be.
- Could I find a suitable role within my current company? Is an internal move possible and suitable?
- Am I familiar with basic interview protocol and screening questions a Recruitment Partner may ask?
- Do I understand my motivations for leaving my current role and seeking another opportunity? This will be one of the first questions you are asked.
- Are there particular industries and locations I wish to avoid?
- Do I know the base salary I require to move jobs? Your Recruitment Partner can advise you on what you're worth in the market.
- Have I confirmed two past or present managers who are willing to be my referees? Ensure you have their permission to list their contact details, company and position. They must be willing to speak with your Recruitment Partner.