



**JOBFITTS CONSULTANTS**



# **Candidate Interview Preparation Checklist**



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Dear Ambitious JobSeeker,

Finally, it is time for your interview. Though your CV has impressed enough to get you to the interview stage, it is never a good idea to assume that the interview is 'in the bag'.

To ensure you are fully prepared in advance, there are a number of critical things to consider. To help we have created a step by step interview preparation checklist based on what all our successful candidates plan for.

If you need any more help at all, please get in touch.

Good Luck!

Amrutha Murali

MD – JobFitts Consultants

P.S. If you have a friend or colleague that might find this useful, please feel free to forward it to them.

## Candidate Interview Checklist

Once your interview has been confirmed, follow the process below to ensure you are fully prepared to demonstrate why you are the right candidate for the role and company.

- Schedule time off or a day off work with your current employer to attend your interview.
- Speak to your recruitment consultant for a full interview brief. What you need to know is; When is the interview, day, date, time, and place? Whom will the interview be with? Will it be one interview or a series with different people from the company? Will this be a competency-based interview? If there is a presentation required, ensure you have a full brief.
- Check out the logistics of the interview location. Do you know where it is and how to get there? [If not, time the journey!]
- Do your online homework and read the company's website and blog. Make a note of anything exciting or information about their growth plans. Look at their testimonials or cases studies. Look at their social media presence, what are they sharing you could use as a conversation starter.
- Review the job description and your CV. Identify the links between the role you are applying for and your CV.
- Prepare three potential answers to questions that you may be asked that would demonstrate your ability to deliver on each specific part of the job description.
- Review the competencies that the role requires. Reflect on your own experience and past successes and prepare examples that demonstrate these competencies. It is essential to use the STAR model when answering competency-based questions. [This is The Situation, Task, Action and Result.]  
  
\*\*Where possible use examples from the recent past and prepare at least three for each competency. Read our resource on [How to Prepare for Competency Based Interview](#).
- Practice delivering your answers so that you are fluent and can communicate them with confidence. Ask a friend or significant other to practice with you.
- If you have documented evidence related to your success take that with you. This might include letters of commendation from one of the senior leaders, your last performance review, thank you letters or any awards you might have won.
- Prepare questions to ask your future employer. Make these questions about the company and role that you have not been able to find information on; questions such as future of the company and role rather than details of the compensation and benefits package.
- Plan what you intend to wear. Though this might sound 'old school', first impressions count and what you wear to an interview needs to be professional and appropriate for the role you are applying for. If you are unsure, check with your recruitment consultant.



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### Finally

If you know you lack confidence in an interview situation, there are plenty of resources online that will help. Or you can contact JobFitts Consultants on 02 9220 3595

### About Us

Job Fitts Consultants are a specialist provider of professional Recruitment Services for the Financial Services sector and related suppliers in Australia. For our clients, we recruit a breadth of operational roles at all levels from; HR, Accounting, Marketing and Customer Service/Frontline.



The world of staffing and recruitment is changing. In today's financial marketplace, continuous organisational growth, at a profit, is a critical deliverable. Companies, therefore, want to hire the right employees who are technically capable, enthusiastic and a fit and a match for their culture; efficiently and first time.

This is where Job Fitts excels. We have over fifteen years successful experience recruiting for the financial services sector and their suppliers using our unique multifaceted approach

### Your Next Actions

#### Connect with us in multiple ways.

You can connect with either of us on multiple social channels including LinkedIn and Facebook.

All the links are below:



<http://bit.ly/LinkedInJobFitts>



<http://bit.ly/Facebook-JobFitts>



<http://bit.ly/Twitter-JobFitts>

To schedule a 15 minute phone call [click here](#)

Best wishes

*Amrutha L Murali*

**Amrutha L Murali**

Managing Director - JobFitts Consultants

[BIO – Amrutha L Murali](#)

P.S. We can help you take your Recruitment Strategy to the next level.





# JOBFITTS CONSULTANTS

## Our Vision

Our purpose is to develop long-term business relationships based on a distilled understanding of our clients' culture and goals and the most important asset, its PEOPLE to create a successful FIT.

## What our clients say

### **Davidson Trahaire Corpsych**

*Since engaging your services I have been thoroughly impressed with all aspects of your recruitment process. As you know, DTC roles in which I have engaged your assistance provide their challenges in terms of salary, complexity and roster.*

*I feel as though you really understand the challenges of recruiting for the role and you expertly target the appropriate candidates to ensure a consistently high level of applicant is put forward for me to review.*

*We have had many successful team members join through your assistance and I look forward to continuing to work with you in the future.*

**Matthew Purcell,**  
**Contact Centre and Resourcing Manager**  
**Davidson Trahaire Corpsych**

### **CLIPSAL**

*Since using JobFitts Consultants, Clipsal Australia has grown and taken a positive direction in creating a successful customer service team. The evidence of this is visible in many ways. For example when resourcing new employees, we look for hardworking dedicated people, with the right experience and JobFitts has certainly brought forward the right candidates.*

**Sue O'shea, Customer Care Manager NSW**  
**Clipsal**



*We have found JobFitts Consultants to be a most professional service, without the 'hard sell' of many other recruitment agencies. Staff at JobFitts are well connected and have good follow through for all candidate placements.*

**Marco Sicurella, Senior HR Manager**  
**Teachers Mutual Bank**



*My role is GM of Distribution and we use the service of Amrutha for the majority of our distribution staffing requirements. I find Amrutha very well connected within the finance industry and we have enjoyed a high number of successful hires from colleagues that Amrutha has presented to us. I would highly recommend Amrutha's services for anyone looking for high quality applicants within the Finance Industry.*

**Mark Hudson, General Manager Distribution**  
**Police Bank Ltd.**



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**Call us on 9220 3595**

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