

CANDIDATE INTERVIEW CHECKLIST

GET THE MOST OUT OF THE INTERVIEW PROCESS

For the past 10 years, CGC has been helping connect candidates with their perfect jobs in the engineering, construction, and infrastructure sectors across Australia. In that time, we've learned a thing or two about how candidates can get the best out of a role for their careers and what to look for.

Sometimes when we're looking at a new role, or even considering if a current role is still right for us, we can get distracted and look at the wrong attributes. We have to be cognisant of our current and future career goals and measure the opportunities against these.

To help candidates we have created this simple guide. We will all value the below points differently... it'll depend on what you're trying to achieve. For example, is salary the most important factor, or do you need a promotion in the next 12 months, or do you need to gain an accreditation, etc.?

How to use this guide

As you move through the interview process, think about your current career goals and the role you are applying for by simply answering the below considerations and ranking them. The higher the ranking the more important the consideration is to your career.

Consolidate your top 10 consideration below, and for anything you answered "no" to i.e. this role doesn't meet this/these consideration(s), you then need to consider if/how you can turn the "no" into a "yes". For example, can the employer help, or can you/are you prepared to achieve this outside of work? You need to try and work this out during the interview process.

If you have all yes's, great, you're good to move forward and this role looks great for you! If, however, you have some important no's that cannot be turned into yes's, you'll need to determine if you want to proceed or not.

So, let get started!

Career Progression

Rank	Consideration	Yes	No
	Does the opportunity represent a professional challenge?		
	Will the new role help towards achieving short, medium, long term goals?		
	What does the career path look like within this organisation?		

Tip – write down your 1,3- and 5-year career goals. Seek advice from mentors within the industry. If you don't have a career plan/-goals, use our template, click below.



Organisational Culture

Rank	Consideration	Yes	No
	Do the organisation's values align with your personal values?		
	Do you have a clear understanding of the company culture?		
	Do the leadership team live the culture?		
	Does the organisation manage and reward against the stated company values?		

Tip – review the organisation's website, what are the values? Ask for examples of how these are promoted and used in staff reviews etc.

Salary & Benefits

Rank	Consideration	Yes	No
	Does the overall benefits package stack up against your current package?		
	Are there any additional benefits that improve your package: bonuses, additional annual leave, non-financial rewards, well-being initiatives, etc.?		
	Are they offering additional non-taxable benefits: tax-free loans, childcare, education, fitness memberships, travel allowances?		
	What does the salary progression look like over 6, 12, 24 months?		
	Is there a clear roadmap towards promotion targets and salary reviews?		

Tip – look beyond the base and super components of salary packages and build a full picture of what is on offer. And remember, whilst remuneration is important, consider it in a wider context as the flattery of a big salary can quickly wear off if you don't enjoy your day-to-day activities.

Projects

Rank	Consideration	Yes	No
	Are the projects of the organisation right for your career?		
	How is the organisation using technology to deliver projects?		
	Who are the end clients?		
	Is this a growing sector with longevity?		
	Is there an interesting longer project pipeline in place?		

Tip – Review project information online, undertake due diligence on the type of work/clients you will be involved with. Also, consider where the projects are and how much (if any) travel will be required short and long term.

Management team

Rank	Consideration	Yes	No
	Are you happy with whom this role reports to?		
	Do the management and leadership teams have a good reputation within the industry?		
	Do the executive team have stated goals team around growth and employee opportunities, and are you happy with them?		

Tip – ask about the strategic plan of the organisation. For listed companies, review their annual general meeting reports which are publicly available online.

Training and development

Rank	Consideration
	Does the organisation provide professional development and support?
	Is there a set budget, plan, or structure for training?
	Will you have involvement to guide your professional development?

Tip – ask for practical examples of how the organisation has supported staff to develop their careers, and how this has translated into promotions and financial rewards.

Your candidate's 10 recruitment considerations

Based on the above, and anything else you're considering, write them in order below from the most important (#1) to the least (#10).

If they're not being offered, think about your next steps, this can be anything from asking for more money, to requesting a different title/level, or even training and development.

What if you don't have 10? That's fine, but we'd recommend at least five. If you have less than five, go back and consider your career plan, and if you don't have one, create one, see below.

Rank	Consideration	Offered	Next steps
1.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
5.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
7.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
8.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
9.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
10.		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Notes

More resources

To determine your top 10 considerations, you might need some more help or resources. If so, we've got you covered, just click on what you need below.

[CAREER PLANNING TEMPLATE](#)

[CV TEMPLATE](#)

[COVER LETTER TEMPLATE](#)

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