



Search Interview Checklist

- I know my purpose, values and mission
- I know the mission, vision and values of my aspirational institution
- I know how my purpose, mission, vision and values connect to the mission, vision, purpose and values of my aspirational institution
- There is clear linkage and I can clearly describe and support the connections with facts and/or stories
- I listen carefully and answer questions
- I dress for the job I desire
- I have reviewed video interview tips
- I have reviewed my video interview with a trusted professional colleague
- I have data to support my qualifications
- I have stories to highlight my successes and failures.
- I know what I have learned from these experiences.
- I have thought about situations where I have failed and know what I learned from those situations
- I have expanded my relational circle friends at my aspirational level; I am effective at networking
- I fought to secure leadership opportunities
- I have excellent oral and written communication skills
- I have systematically worked to develop my leadership skills
- I stayed focused and remained on my career path
- I am ready to move if required by the position

- I have stayed in touch with my references over the years
- I have prepared my references
- I have developed effective stress, time and life management skills
- I manage my finances carefully; I know my FICO score
- I have googled myself
- I have acquired the wardrobe for my position
- I have alerted the search consultant to any challenges in my background
- I am prepared to explain breaks in my career
- I am clear about my baseline salary and benefit expectations
- I am prepared for success! *

*Check this box after you have checked all of the preceding boxes