

Part 1 - Interview Preparation

We need to go back a few steps and there are lots of books written about the interview itself (more on this later). Job hunting isn't easy, and you may be surprised at the amount of organisation it takes. Preparation is everything, so key is assembling your job application paperwork carefully and putting it in order so you can respond to short-notice invitations to attend interviews.

You need to:

- Assemble facts and figures about your currently salary history. How much do you get a day, a month and a year – before and after taxes and outgoings. Do you know what your VAT code is – what percentage of your wages goes to the VAT office.
- Have an understanding of your financial requirements. What does it cost you to live, if you don't already commute what are you prepared to pay a day travelling to and from work. What will you get paid in terms of a pension? Lots of people don't realise that their pension is taxed and that their VAT code will change.
- Know how much you need to live. How much is your mortgage likely to be? Water rates, Electricity, Gas and other utility bills. Will you rent from the outset? Know how much it will cost to commute certain areas, so you understand the costs of getting to the job you are applying for.

Once invited to an interview, you will also need to assemble some information on the company that's interviewing you, but of course there's no point in preparing detailed information on companies until you know you've got an interview with them!