

## The Interim Interview Guide

- The brief from the client can be ambiguous. Don't always expect a full detailed brief from us – sometimes “they don't know what they don't know”, and could be looking for your expertise to undertake the “forensic” review.
- Be prepared by researching the organisation, the industry sector, the current climate, the drivers of change and transformation, the personalities, the culture.
- Find out what the key short term objectives are as quickly as possible – ascertain clarity around expectations, particularly short term expectation (3 – 6 months).
- Understand how much support / resources will be provided to assist you to complete the project? Is it achievable?
- Be prepared to share your knowledge and wisdom – you are the expert.
- Promote the fact you are an independent advisor – no political agenda and ego in check.
- Don't over inflate your experience or expertise – you won't have the luxury of “getting up to speed” – you need to add value from day one.
- Aim to promote your experience and credibility by:
  - establishing rapport and trust
  - quickly assessing and potentially diagnosing the key issues
  - influencing and delivering on time and within budget – provide a recent example of achieving this
  - confirming that you are comfortable with changing environments and dealing with ambiguity
  - interpersonal and communication skills - to operate both “hands-on” in the business as well as have the gravitas to influence the executive team and the board.