

JOB INTERVIEW TRANSPARENCY CHECKLIST

01.



TEAM DYNAMICS – EARLY STAGES

- **Ask:** What's the team vibe? How do people work together? Will you be more independent or collaborative?
- **Candidate tip:** Briefly mention if certain schedules impact how you'd collaborate.

02.



ROLE CLARITY – PHONE/INITIAL INTERVIEW

- **Ask:** What does a typical day look like? How flexible is the role?
- **Candidate tip:** Keep personal details light here; focus on overall availability.

03.



GROWTH OPPORTUNITIES – MID-STAGE

- **Ask:** What does career progression look like? Are there clear paths for advancement?
- **Candidate tip:** Ask about growth but also share interest in contributing long-term.

04.



PEAK PERIODS & WORKLOAD – MID-STAGE

- **Ask:** How does the team handle busy seasons or high-pressure times? What support is available?
- **Candidate tip:** Ask how success is measured during these periods so you understand expectations.

05.



FEEDBACK & COMMUNICATION – MID TO FINAL STAGE

- **Ask:** How do you give feedback? What's the communication style? How often do you meet or check in?
- **Candidate tip:** Share examples of how you've successfully navigated feedback or communication challenges in past roles.

06.



COMPLEX NEEDS & ACCOMMODATIONS – OFFER STAGE

- **Ask:** Are there options for schedule flexibility, appointments, or other personal accommodations?
- **Candidate tip:** Wait until the employer shows strong interest before diving deep. Use collaborative language: "I usually have X, but I can work with you to make it smooth."