

Vacancy Checklist

Be well prepared when you apply for a job!

Organisation	
Organisation name	
Type of organisation (services or products)	
Organisation size / number of employees	
Department that has a vacancy	
Department size	
Organisational culture	
Vacancy	
Job title:	
Tasks and responsibilities:	
Work as part of a team or independently:	
Why does the vacancy occur? This is not always stated in the vacancy listing. This may be a good question to ask when making a call. You could also ask it during the application interview:	
Requirements	
Knowledge and skills:	
Work experience:	
Education:	
Qualities:	
Other requirements (flexible hours, travel, etc.):	
Working conditions	
Salary / hours per week:	
Duration of job / type of employment:	
Career / study opportunities. This is not always stated in the vacancy listing. This may be a good question to ask when making a call. You could also ask it during the application interview:	
Other conditions (travel expenses, pension scheme etc.). If this is not stated in the vacancy listing, try and see if you can find this information on the website:	
Application	
Contact person for applications or questions:	
Final application date:	
Questions to ask yourself	
What do you like about the job?	
What do you like about the organisation?	
Why are you suited for this job?	
What requirements do you meet?	
Are there any requirements you don't meet (yet)?	

How could you try to meet these requirements? By training or volunteer work experience?	
Do you still have doubts? What could you do to remove those doubts?	
What additional knowledge or experience can you offer that distinguishes you from other candidates?	
What additional knowledge or experience can you offer that distinguishes you from other candidates? This may also concern some of the questions in this Vacancy Checklist.	