

5 Musts of Preparation

that will improve your
audit interview



1. Objectives



Set up **specific**, adjustable and **measurable** performance-oriented goals in a positive way.



Identify areas for **flexibility** and consistency in your professional style.



Effectively use the **information** collected **before** the interview.

2. Formal or Friendly?

- ➔ Everything conveys messages: words, apparel, tone, and **gestures**.
- ➔ Pauses and **good writing** instruments make a difference when discussing a contract.
- ➔ Nothing should be worn, said or done that might **distract** the interviewee's attention.

3. Consistency vs. Adjustments

What elements of the style should remain consistent and what - adjusted?



Rely on the information about the client's **business culture.**



4. Assumptions and Plans

Information can empower or inhibit.

Conclusions drawn too early often lead to miscommunication.



Collect the information before the interview and make your **conclusions** on time.



5. The Audit Checklist

- ➔ Combine the checklist with the notes on your pad, leaving spaces.
- ➔ Glance at the next question when you write your comments - without distracting the flow of the interview.



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