

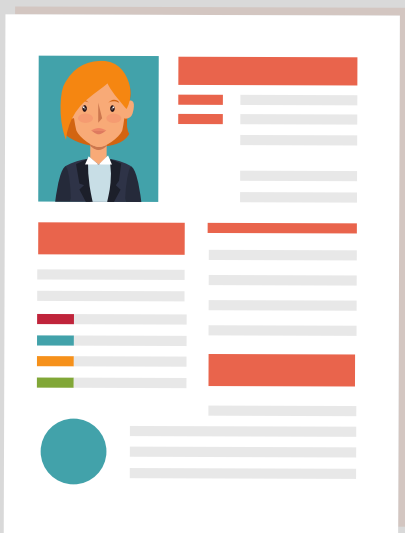
ASSESSING ATTENTION TO DETAIL

WHY IS ATTENTION TO DETAIL IMPORTANT?



While it's not as important for every industry and role, for most job vacancies, attention to detail is ranked very high on the scale of importance.

Employees who show attention to detail carry out better work, mistakes very rarely slipped past and they're not satisfied with sub-par work.



COMMON WAYS TO SPOT ATTENTION TO DETAIL

CV AND COVER LETTER

Employers will spend seconds reviewing applications. When glancing over a CV they're scanning for grammar and spelling mistakes in order to narrow down applications. By perfecting their application, candidates are demonstrating their commitment to the job application.

SAMPLE WORK

Employers may opt to look at a candidate's previous work. As part of the application process employers may ask for a portfolio or a representative sample of work.

ATTENTION TO DETAIL - INTERVIEW QUESTIONS

Tell me how you manage your daily workload?

What tools do you use to minimise mistakes in your work?

When have you made a mistake in your work?

Have you ever worked on something where it was crucial to be accurate?

A customer/client sends over a request and you don't understand it. What do you do?

