

PODCAST CHECKLIST AND SET UP GUIDE

THE
TREASURY
RECRUITMENT
CO

Thank you for agreeing to take part in our Treasury Career Corner Podcast

Interview Format:

An audio only podcast via a 30/40-minute ZOOM call. Please note this is NOT a live podcast, so changes can be made after if there is anything you are not happy with.

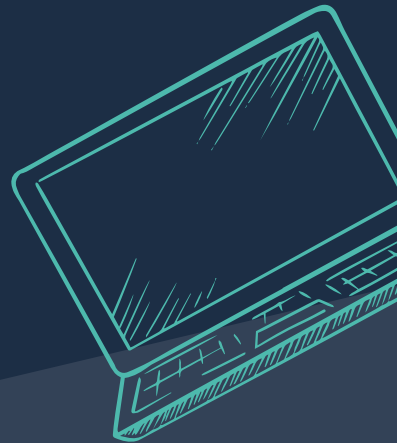
Zoom Connection:

We'll send you a calendar invitation with all the ZOOM details in details prior to the recording session.

Recording Equipment:

In order of sound quality please use either a wired headset into your PC, a landline or a mobile with wired earplugs.

- If you have an external microphone, do use it as it provides the best quality sound.
- If you don't, headphones with a built-in microphone are the second-best option for example, Apple AirPods or any other bluetooth connected headphones.
- If your internal laptop or computer microphone is your only option, make sure it's positioned so it can pick up your voice clearly.



Sound Tips:

Here's some useful tips to ensure the best sound quality:

- Switch off any fans, air conditioning or electrical appliances that may interfere with the recording.
- Close any windows and doors.
- Put a note on your office or front door to let people know you're recording
- Put your phone on silent and switch off vibrate.
- Close any programs on your laptop or computer that could distract you or make noise.
- Put your laptop or computer on Do Not Disturb mode and mute all notifications.
- If you're using an external microphone, make sure it's not positioned too close to you or that you're not breathing into it.

Podcast Review:

Following your interview session, we will send the recording for your review once edited and coordinate cross-promotions for social media. Once live we will also provide you with links to the show for your personal use.

Prior to the Recording:

Prior to the interview, we would appreciate it if you could please provide the following:

- CV
- Corporate Headshot/Photo
- Company Logo
- Brief Bio (if possible)
- A list of any areas you would like us to focus on
- A list of any areas you would prefer us to avoid

EXAMPLE PODCAST QUESTIONS



Please note Mike will not ask all of these, this is just to give you an idea of the types of questions that may be covered.

Past:

1. Early career path i.e. how did you first get into Finance and then Treasury?
2. What was treasury like when you first got into the profession itself?
3. How have you seen the industry develop?

Past to Present:

1. How has your role evolved/changed?
2. What obstacles have you faced along the way?

Present:

1. What do you see as key to your success?
2. What's been your career highlight so far or your greatest achievement in your current role?
3. What has been your toughest challenge so far?
4. How did you overcome this challenge?
5. What's your favorite thing about your role? What do you enjoy the most about Treasury?
6. You lead a team of X? What would you say is key to successfully leading that team?

Recruitment:

1. Why should someone pursue a career within Treasury?
2. Obviously, you are on a podcast hosted by The Treasury Recruitment Company, but when you are recruiting what do you look for?
3. How key are the qualifications to you and the company as a whole (i.e. Degrees, being a Qualified Accountant or having treasury specific qualifications)?
4. When you are recruiting what do you look for in terms of personality/attitude/ethos?
5. What makes a candidate stand-out from others to you?
6. Do you ever struggle to recruit staff? If so, where or what individuals do you struggle to find/attract?

7. Over your career within treasury how has the recruitment market changed?

Present to Future:

1. Are there any mistakes you've made and how did you overcome them?
2. What would you do differently next time?
3. Over your career within treasury how has the world of treasury changed?
4. Over your career within treasury how have you and your Treasury team changed?
5. If someone wants a career as successful as yours, what advice would you offer/give them?
6. What would you say has been key to your career success so far?

Future:

1. Where do you see your career developing from here onwards?
2. What do you see as the future for treasury?
3. If someone wants a career as successful as yours what advice would you offer/give them?
4. So, what's next for you and the Treasury team at...?
5. Looking forward with challenges such as Brexit and the development of IT, what are you doing to plan for those future challenges?
6. In a post-pandemic world, how do you see treasury coping in a new age of flexible working/WFH?
7. What have you done to incorporate new ways of working and collaboration in your treasury team?"

Other:

1. What do you do outside of work to relax?



Previous Guest Reviews

To hear what other guests have said about their experience of being on the podcast visit our website via: treasuryrecruitment.com/podcast/