**Interview Preparation Document**

**Your story**

*This will be infused throughout the interview when you highlight your personal attributes. You will be asked “Tell me about yourself”, but you want to also incorporate your story so that you can show your brand authentically.*

* Background / Experience – Keep this concise. Years of experience / Industries worked & Types of companies / Key competencies & abilities
* Key Skills – Brainstorm key skills you’ve acquired that are directly applicable or transferable. Be concise. Use job description, Linkedin and your resume as a reference
* Your Why – What motivates you? What about your worldview is applicable? What is your mission? Make sure you think about “Your Why” in a way that show your authentic self and brings value to the people/organization
* Why The Field? – Why did you choose the profession? How can you communicate this concisely that shows your competencies / expertise / skillset / value-add
* What are your values? How do your values bring value to the role?

**Your Red Flags**

*What narrative justifies how you handled this and/or shows growth (and provides value to the organization?)*

* Layoffs, Short Work Experiences, Past working relationships etc?

**Common Interview Questions**

* Teamwork
  + Talk about a time when you had to work closely with someone whose personality was very different from yours.
  + Give me an example of a time you faced a conflict while working on a team. How did you handle that?
  + Describe a time when you struggled to build a relationship with someone important. How did you eventually overcome that?
* Customer Service
  + Describe a time when it was especially important to make a good impression on a client. How did you go about doing so?
  + Give me an example of a time when you did not meet a client’s expectation. What happened, and how did you attempt to rectify the situation?
  + Tell me about a time when you made sure a customer was pleased with your service.
* Time Management
  + Tell me about a time you had to be very strategic in order to meet all your top priorities.
  + Describe a long-term project that you managed. How did you keep everything moving along in a timely manner?
  + Sometimes it’s just not possible to get everything on your to-do list done. Tell me about a time your responsibilities got a little overwhelming. What did you do?
* Communication Skills
  + Give me an example of a time when you were able to successfully persuade someone to see things your way at work.
  + Describe a time when you were the resident technical expert. What did you do to make sure everyone was able to understand you?
  + Tell me about a time when you had to rely on written communication to get your ideas across to your team.
* Motivation & Values
  + Tell me about your proudest professional accomplishment.
  + Describe a time when you saw some problem and took the initiative to correct it rather than waiting for someone else to do it.
  + Tell me about a time when you worked under close supervision or extremely loose supervision. How did you handle that?

**Job Specific Questions**

*Broken down by Job description (identify 3 – 8 themes)*

**Brainstorm key projects and stories based on the categories provided above.**

*Consider your role, the scope of the project, how you solved a problem, the people you worked with, the problem you helped solve, and the outcome of the project.*

**Questions to ask the Interviewer**

**Questions to Ask About the Job**

* What does a typical day look like?
* What are the most immediate projects that need to be addressed?
* Can you show me examples of projects I’d be working on?
* What are the skills and experiences you’re looking for in an ideal candidate?
* What attributes does someone need to have in order to be really successful in this position?
* What types of skills is the team missing that you’re looking to fill with a new hire?
* What are the biggest challenges that someone in this position would face?
* What sort of budget would I be working with?
* Is this a new role that has been created?
* Do you expect the main responsibilities for this position to change in the next six months to a year?

**Questions to Ask About Training and Professional Development**

* How will I be trained?
* What training programs are available to your employees?
* Are there opportunities for advancement or professional development?
* Would I be able to represent the company at industry conferences?
* Where is the last person who held this job moving on to?
* Where have successful employees previously in this position progressed to?

**Questions to Ask About Your Performance**

* What are the most important things you’d like to see someone accomplish in the first 30, 60, and 90 days on the job?
* What are the performance expectations of this position over the first 12 months?
* What is the performance review process like here? How often would I be formally reviewed?
* What metrics or goals will my performance be evaluated against?

**Questions to Ask About the Company**

* I’ve read about the company’s founding, but can you tell me more about...?
* Where do you see this company in the next few years?
* What can you tell me about your new products or plans for growth?
* What are the current goals that the company is focused on, and how does this team work to support hitting those goals?
* What gets you most excited about the company’s future?

**Post Interview Self Reflection**

* Write a 3 to 5 sentence thank you note to each interviewer.
* What went well in the interview?
* What could have gone better?
* On a scale of 1-10 rank the following:
  + How did I enjoy the people?
  + How did I enjoy the role?
  + How did I enjoy the environment?
* Are there any concerns or hesitations?
* What other questions do I have?
* What are the pros of this position?
* What are the cons of this position?

Additional Notes:

**Post Interview Follow-Up Templates**

**How To Follow Up When Having Another Interview/Offer**

Hi [Name],

I wanted to follow up on my application for the \_\_\_\_ position. I’m not sure what your hiring timeline looks like but I wanted to provide a courtesy update as I’ve just been extended (final round interview or offer) for a similar position with another organization. (Your company). Is my #1 choice organization for (Insert reason). I’m wondering if there’s a possibility to expedite the hiring process if there is a mutual interest?

Thank you,

Your name

**How to Follow Up When Ghosted**

Hi [Name],

I’m still very excited to interview for the \_\_\_\_ position. I haven’t heard a confirmation yet and I know the original dates/times I provided are closely approaching, so here’s some other alternative windows in case it helps make your scheduling easier:

* Option 1
* Option 2
* Option 3

Let me know if you need more days or times. I’m looking forward to meeting the team!

Thank you,

Your name

**How to Follow Up When Rejected**

Hi [Name],

Thank you for providing the update despite it not being the news that I hoped for. I just want to say thank you for the opportunity to interview. The way you and everyone has communicated with me throughout the process is just another reason why I would feel fortunate if given an opportunity to work with (Company Name) if the future.

If it’s appropriate, I’d like to ask if we can stay connected just case any opportunities match my (Name of skills you bring). I hope you find the candidate you’re looking for and wish you the best!

Thank you,

Your name