

Ace the Interview

COURSE WORKBOOK

BUILDING THE FOUNDATION

Lesson	Item	Exercise(s)
1	<input type="checkbox"/> Know your yourself	<input type="checkbox"/> 1.1 - Resume refresh + super strengths
2	<input type="checkbox"/> Align yourself to the job	<input type="checkbox"/> 2.1 - Job description analysis
3	<input type="checkbox"/> Research the company	<input type="checkbox"/> 3.1 - Company research <input type="checkbox"/> 3.2 - Why I want to work here

COMMON INTERVIEW QUESTIONS

Lesson	Item	Exercise(s)
4	<input type="checkbox"/> Learn to answer the most common interview questions	<input type="checkbox"/> 4.1 - Tell me about yourself <input type="checkbox"/> 4.2 - Common interview notes
5	<input type="checkbox"/> Learn to answer any behavioral question with the STAR method	<input type="checkbox"/> 5.1 - Behavioral predictions <input type="checkbox"/> 5.2 - Common behavioral notes
6	<input type="checkbox"/> Prepare smart questions for your interviewer	<input type="checkbox"/> 6.1 - Question prep

INTERVIEW ETIQUETTE + LOGISTICS

Lesson	Item	Exercise(s)
7	<input type="checkbox"/> Nail down pre-interview logistics	<input type="checkbox"/> 7.1 - Pre-Interview Checklist
8	<input type="checkbox"/> Ace the actual interview	<input type="checkbox"/> 8.1 - Practice!

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1 - KNOWING YOUR RESUME + WHAT MAKES YOU GREAT

<i>Job</i>	<i>What You Did</i>	<i>Big Wins</i>

<i>Super Strengths</i>	
<i>1</i>	
<i>2</i>	
<i>3</i>	

Some fill-in-the-blanks to help you brainstorm:

- Past team members have told me that I'm good at _____
- I love having [your name] on my team because _____
- Friends/Family/Professors/Coworkers have told me that I'm really _____

<i>Lesson 1 notes</i>

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2 - KNOWING WHY YOU'D CRUSH IT IN THE JOB

<i>What the company is looking for</i>	<i>Why you'd be great at it</i>

<i>Lesson 2 notes</i>

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3 - KNOWING THE COMPANY

<i>What to know</i>	<i>Your notes</i>
What the company does (product or service)	
Why they do it (mission)	
Scope	
How they communicate	
Company Culture	
Leadership / Press	
Anything else	

<i>Based on my research, here's why I want to work at the company</i>	
<i>1</i>	
<i>2</i>	
<i>3</i>	

<i>Lesson 3 notes</i>

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4 - COMMON INTERVIEW QUESTIONS

Question	Your notes
Tell me about yourself	
Why are you interested in this role + why should we hire you for it?	
Why do you want to work at our company?	
Why are you looking to leave your current role / why did you leave your last role?	
What are your biggest strengths?	
What is a weakness or area of opportunity you have?	
Where do you see yourself in 5 years?	
What are your salary expectations?	

Lesson 4 notes

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5.1 - PREDICTING BEHAVIORAL QUESTIONS

Based on the job description, list a few qualities or soft skills, you think might be important. Then brainstorm some behavioral questions they might ask to assess that quality

Quality	Question they might ask	Your story to answer

5.2 - COMMON BEHAVIORAL QUESTIONS

Tell me about a time when	Your story to answer
You went above and beyond	
You worked with a difficult person	
You made a mistake and had to fix it	
Lead or owned a project	
Disagreed with a coworker	
Convinced someone to change their mind	

Lesson 5 notes	
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6 – QUESTIONS FOR YOUR INTERVIEWER

Based on the lesson, list a few questions in each category you might want to ask your interviewer

<i>A question based on your research</i>	<i>Something simple, but framed in an interesting way</i>	<i>Something that shows off your understanding of the business</i>	<i>Something you genuinely want to know</i>

Lesson 6 notes	
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7 - PRE-INTERVIEW CHECKLIST

- ☐ Confirm date, time, location, and interviewers
- ☐ Select an appropriate outfit
- ☐ Plan your route so you arrive at least 15 minutes ahead of time
- ☐ Print your resume
- ☐ Prepare any other materials
- ☐ Practice out loud!

Lesson 7 notes

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8 — INTERVIEW PRACTICE DEBRIEF

Questions I answered well	
Questions to practice a few more times	
Final Course Notes	