

Research, prepare, and follow up - everything before and after every interview.

COMPANY: _____ ROLE: _____

INTERVIEWER(S): _____ DATE & TIME: _____

COMPANY RESEARCH

- Read the company's About page and mission statement
- Research recent news, press releases, and announcements
- Understand the product / service and who the customers are
- Know the company size, revenue stage, and key competitors
- Review the LinkedIn profiles of your interviewers
- Find any shared connections or mutual interests

ROLE PREPARATION

- Print or save the job description and highlight key requirements
- Map your top 5 skills directly to the role's must-haves
- Prepare a strong answer to 'Tell me about yourself' (90-sec version)
- Research typical salary range for this role and location
- Prepare answers to: Why this role? Why this company? Why now?

STAR STORIES - SITUATION, TASK, ACTION, RESULT (PREPARE 3 EXAMPLES)

1. A time you led or drove a result

S/T: _____ A: _____ R: _____

2. A challenge you overcame

S/T: _____ A: _____ R: _____

3. A time you collaborated or resolved conflict

S/T: _____ A: _____ R: _____

QUESTIONS TO ASK THE INTERVIEWER

POST-INTERVIEW FOLLOW-UP

- Send a thank-you email within 24 hours
- Note any questions you struggled with - prep better next time
- Record outcome and timeline for next steps
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Research, prepare, and follow up on everything before and after every interview.