

Interview Prep Guide

Free for every job seeker. No catch.

Most interviews are won before they start. This guide covers what to do in the days before, the hour before, and the day after. Built from what hiring managers actually ask and what actually impresses them.

1. Research (do this 2–3 days before)

- **Match your stories to the posting.** Read the job description again and highlight the top 5 requirements. For each one, have a story ready.
- **Know the company.** Learn what the company does, who their customers are, and one recent win (press release, new product, expansion). Mention it early.
- **Know the person.** Look up your interviewer on LinkedIn. Note their role, tenure, and anything you share in common.

2. Prepare your stories with STAR

For behavioral questions (“Tell me about a time when...”), use STAR:

- **Situation** — the context in one sentence.
- **Task** — what you were responsible for.
- **Action** — what you actually did (use “I,” not “we”).
- **Result** — the measurable outcome. Numbers beat adjectives.

Prepare 5–6 STAR stories that cover: a challenge you solved, a conflict you handled, a mistake you learned from, a time you led, a time you improved a process, and why you want this role.

3. Questions YOU should ask

Always have 3–4 ready. Good ones:

- “What does success look like in this role at 90 days?”
- “What’s the biggest challenge the team is facing right now?”
- “How would you describe the team culture day to day?”
- “What are the next steps in your process, and when should I expect to hear back?”

4. Virtual interview checklist

- ☐ Test your camera, mic, and internet the day before
- ☐ Clean, neutral background; face a window or lamp for light
- ☐ Close every tab and silence every notification

- ☐ Have water, your resume, the job description, and your questions printed or open
- ☐ Join 5 minutes early. Look at the camera, not the screen, when answering.

5. After the interview

- **Same day.** Send a thank-you email within 24 hours. Reference something specific from the conversation.
- **One follow-up.** If they gave you a timeline, wait until it passes before following up once.
- **Debrief yourself.** Write down every question they asked while it's fresh — it's gold for your next interview.