### **Interview Preparation Checklist: 7 Steps to Nail Your Next Interview**

#### **Step 1: Decode the Job Description**

* Highlight key responsibilities and required skills
* Mirror important keywords in your responses
* Identify implied needs (e.g., "fast-paced" = change management)
* Tailor your value proposition to align with the role

#### **Step 2: Research the Company In-Depth**

* Review leadership and recent posts on LinkedIn
* Scan Glassdoor for employee reviews and team dynamics
* Search for recent company news or product updates
* Identify potential pain points you could help solve

#### **Step 3: Prepare 3 Core Stories (PAR & CAR Method)**

* One **PAR** story for problem-solving or innovation
* One **CAR** story for leadership or high-pressure situations
* One story for technical/role-specific expertise
* Make outcomes measurable and aligned to the job

#### **Step 4: Practice Common Questions**

* Rehearse answers to top behavioral questions
* Prepare for technical or case-based questions
* Record mock interviews for self-review
* Practice with a peer, mentor, or career coach

#### **Step 5: Prepare Strategic Questions to Ask**

* Prepare 3–5 thoughtful questions about the team, goals, and culture
* Include one question that positions you as a strategic thinker
* Add red flag detection questions to spot potential issues

#### **Step 6: Refine Your Personal Pitch**

* Practice a 30–60 second elevator pitch
* Customize tone and content for the interview setting (remote or in-person)
* Rehearse posture, tone, eye contact, and pacing

#### **Step 7: Get Tech-Ready and Follow Up**

* Test your webcam, mic, and internet (for remote interviews)
* Prepare your printed resume, portfolio, or case materials (for in-person)
* Write and send a follow-up thank-you email within 24 hours
* Plan a re-engagement email in case of ghosting