

# Panel Interview Preparation Checklist

## 1. Company and Role Alignment

- Review the company's **strategic priorities** (e.g., new markets, product pivots) and align your impact stories to support them.
- Map the job description to the **pain points** the company is likely trying to solve. Bring 1–2 stories that speak to each.
- Prepare a tailored “Why this company?” answer based on **recent news, thought leadership, or product launches**.

## 2. Panelist Deep Dive (Not Just LinkedIn Skimming)

- Research each panelist's role, focus area, and recent projects or posts. Note their **possible interview angle** (e.g., tech debt, retention, cross-functional process).
- Identify one question or insight you'll tailor **specifically for each panelist** to build rapport and relevance.
- Prepare “bridging statements” that link your answers to **other panelists' interests** to demonstrate multidimensional thinking.

## 3. Behavioral and Situational Answer Strategy

- Rehearse 5–7 STAR or SOAR stories with **clear before-and-after metrics**.
- Include scenarios where you managed **conflict, ambiguity, or cross-border collaboration** in high-interest areas in panel settings.
- Practice framing **failures as strategic learning moments** with long-term payoff or team benefit.

## 4. Industry or Function-Specific Readiness

- Prepare answers to **technical or domain-specific questions**. Focus on frameworks, not just buzzwords.

- Be ready to walk through a **real-world decision-making process**, including trade-offs and stakeholder impacts.
- Anticipate **scenario-based challenges** (e.g., “What would you do if sales and marketing aren’t aligned?”) and outline a process-first response.

## 5. Communication & Group Dynamics

- Practice answering with **multi-party awareness**: begin with the asker, bridge to another panelist, and close with eye contact to the group.
- Time your answers (~1.5–2 mins max) to allow for follow-ups and avoid rambling.
- Prepare 1–2 “**executive summary**” **style responses** for time-sensitive discussions. Use headline > context > result format.

## 6. Virtual Interview Setup (if remote)

- Test the camera and the mic, framing, and lighting 24 hours before.
- Keep a concise **notes sheet with panelist names, key points, and talking bullets** visible, but not read from.
- Practice handling lags or interruptions with grace: acknowledge, pause, and resume cleanly.

## 7. Strategic Questions for Panelists

- Craft 2–3 **role-specific, thought-provoking questions** that show you understand the business and your function’s impact.
- Ask 1 question that signals your **interest in cross-functional collaboration** or how success is measured across teams.
- Prepare one **values-aligned question** (e.g., DEI, leadership style, feedback culture) to assess team fit.

## 8. Post-Interview Execution

- Send **personalized thank-you emails** within 24 hours. Mention a specific detail or insight from each panelist.
- Reiterate your value and key differentiator in each message. Make each follow-up reinforce a different aspect of your fit.
- Record personal notes post-interview while fresh: what went well, what to adjust, and who to stay in touch with.