



SEGAL COACHING LLC

## GC INTERVIEW PREP CHECKLIST

### **Overview**

Why should I hire you? / Fit & Your Value Prop / Strengths / “Why you?”

Why do you want to work here? / Fit & Shared Goals / Specifics about Organization, Group and/or Role / “Why us?”

### **Prior to the Interview**

Organizational Due Diligence

Recruiter + Interviewer Due Diligence

Informational Interviews / Networking

Taking Stock of Yourself / Your Values / Personal Branding / Online Presence

### **At the Interview**

The Interview Conversation / Connecting with Your Interviewer

Energy / Posture / Confidence / Curiosity & Staying Positive

Your “Deer in Headlights” Questions / What makes you freeze up?

The Job Description / Beyond the JD / Your Core Competencies for Role (Present & Stretch Goals)

Being Concise / Answering the Question Asked / Being “Authentic but not Transparent”

Recovering from Surprises / Oversharing by the Interviewer / Unexpected Questions

Closing



**GC INTERVIEW PREP CHECKLIST, page 2**

**More about the Interview**

Leadership Philosophy / Examples of Leadership

Organizational Vision

Management Style / Team Development

Framing Your Accomplishments / What You Did & Why It Mattered

“Tell My About Yourself” / How to Talk About Yourself if You Hate Talking About Yourself

Weaknesses / Failures / Handling Stress / Resilience / Etc.

Your “Reason for Leaving” (RFL) Current or Recent Role (Length, Transparency, etc.)

Technical Questions / Subject Matter Expertise (SME) / Industry Knowledge

Behavioral Questions / “How Would (or Did) You Handle \_\_\_\_?” / “What Would You Look for in \_\_\_\_ Situation?”

Compensation Discussions

Your Questions for the Interviewer / Next Steps

**After the Interview**

Debrief / Keep Interviewing Elsewhere Until the Offer Letter is Signed!!!

Follow-Up (Yours and Theirs)

Negotiations / Add'l Questions

Red Flags / “Tummy Test” / Phone a Friend



**INTERVIEW PREP – SAMPLE QUESTION TO DISCUSS IN WORKSHOP**

***Why do you want to leave your current company? [Or: Why did you leave your most recent role?]***

“REAL” ANSWER (one or more of the following):

TAILORED/REVISED FOR INTERVIEWS (be authentic and concise and upbeat, negativity is an interview killer):

1. Toxic work environment / unethical / values conflict / insular management / I don't “fit the mold”

1.

2. Bored in role / job “not big enough” / not racking up enough solid accomplishments

2.

3. I was fired or laid off / we parted ways

3.

*What I learned from this experience [that I can apply here] is ... OR What appeals to me about this role/organization is...*

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