



Nailed It!: Ten Keys to Crushing the Interview©: Interview Prep Sheet

Opening – when asked “Tell Me About Yourself” (Key: “Frame it Up”)

- Provide 3 total predetermined points of interest (i.e. “I want to share with you my education, one relevant experience to this position & a key characteristic about myself”)
- Always professional and answer in a total of 45 seconds – less is more.

Why This Position? (Key: “Give Not Get”)

- Most people talk about how this position will help themselves & benefit themselves
- You need to share how you will help the organization achieve their goals & benefit them

90-Day Plan? (Key: “Alignment”)

- Most people don’t have a plan ... or... their plan is too prescriptive/detailed
- Key is to understand your Direct Manager’s most important goals and aligning your efforts (goals, initiatives, etc.) around meeting & exceeding those goals.

Short-Term & Long-Term Goals? (Key: “Short – Long – Short”)

- Start with your short-term goal being about exceeding goals for THIS job’s key initiatives, long-term goals being less specific but desire to grow and realizing it would take a lot of work and dedication, and then restating that you’re most excited about accomplishing your short-term goals, which are exceeding all initiatives involved with THIS position.

Strengths & Weaknesses? (Key: “Most & Least”)

- Strengths: you have a lot of strengths ... list them all and then determine which two or three are MOST APPLICABLE to the job you are interviewing for.
- Weaknesses: you have a lot of weaknesses ... list them all and determine which two or three (in order) are the LEAST DAMAGING to the job you are interview for.

Successes? (Key: “Recent & Relevant”)

- When sharing your greatest successes, share examples that have taken place within the last 2 yrs (recent) & how that success is relevant to the new job you are interviewing for.

Failures? (Key: “Failure = Learning”)

- When sharing a challenge/failure, share what you learned from the failure and how what you learned will help you to succeed in the new job you’re interviewing for.

Hypothetical Q’s (Key: “Behavior-Based Answer”)

- If asked a hypothetical question, answer with a behavior-based answer (when asked “what would you do if?” answer “Here’s what I’ve actually done in a similar situation.”)

Questions You Ask Them (Key: “Front Load”)

- Always ask questions & start (front load) with info/data about your prior experience.
- i.e. “I managed 12 people & exceeded my sales goal by 12% in my last job. Can you tell me how many people I will be managing in this new role & what your sales goal is for me?”

Closing Question (Key: “Most & Might”)

- Your last question should be: “What gives you the MOST confidence that I MIGHT be applicable for this position?” It closes the interview in a positive way in their own words!



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Opening: "Tell Me About Yourself"

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Why This Position

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90-Day Plan

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Short-Term & Long-Term Goals

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Strengths

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Weaknesses

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Success

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Failure

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Questions

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Closing

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