

Interview Preparation Guide

A practical workbook for preparing clear, evidence-based answers for technical, analytical, business, and behavioral interviews.

1. Role Understanding

- ☐ Explain the role top outcomes in your own words.
- ☐ Know must-haves versus preferences.
- ☐ Connect at least three examples from your experience.
- ☐ Understand the company, product/service, and customer context.

Why this role / why this company

2. Story Bank

Story	Situation / Goal	What I Did	Result / Learning
Impact			
Conflict			
Ambiguity			
Failure/Learning			

3. Technical / Functional Preparation

- ☐ Explain tools without overstating proficiency.
- ☐ Walk through one end-to-end project.
- ☐ Explain validation and trade-offs.
- ☐ Discuss stakeholders, constraints, and impact.
- ☐ Describe what you would improve next time.

Project walkthrough notes

4. Behavioral Questions

- [] Tell me about yourself.
- [] Why are you looking for a new opportunity?
- [] Describe a difficult stakeholder situation.
- [] Tell me about a data-driven recommendation.
- [] Describe a time priorities changed.
- [] Tell me about a mistake and learning.

Strongest behavioral examples

5. Questions to Ask

- [] What does success look like in the first 90 days?
- [] What are the biggest problems this person must solve?
- [] How does the team prioritize work?
- [] What does the delivery/release process look like?
- [] What are the next steps?

6. Day-Before Checklist

- ☐ Review resume and job description.
- ☐ Confirm interview format and participants.
- ☐ Test camera/audio.
- ☐ Confirm location/travel time if onsite.
- ☐ Review examples without memorizing word-for-word.

7. Interview Notes

Questions I was asked

Follow-up / thank-you note points