

24 HOURS BEFORE

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Confirm time zone, format, interviewer names, and access link.

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Re-read the job posting and mark the five highest-priority capabilities.

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Select a primary and backup story for each priority capability.

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Verify every number, date, team size, and result you may mention.

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Prepare two role-specific questions that cannot be answered by the careers page.

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Test camera, microphone, lighting, charger, and a backup connection.

Check only after verification. A completed checklist is not proof that an item is safe, lawful, complete, or professionally reviewed.

ANSWER CONTROL

- ☐ State the situation and task in one or two sentences.
- ☐ Use 'I' for your decisions and actions; name the team only where relevant.
- ☐ Explain the tradeoff or constraint that made the work difficult.
- ☐ Give the result with evidence; label estimates as estimates.
- ☐ Close with what you learned or how it applies to this role.
- ☐ If the question is unclear, ask a concise clarifying question before answering.

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DURING THE INTERVIEW

- ☐ Keep the job requirements and three proof points visible, not a script.
- ☐ Pause before answering instead of filling silence.
- ☐ Watch for a request about your own contribution, not only the project outcome.
- ☐ If you lack direct experience, say so and describe the nearest honest example.
- ☐ Record unanswered questions or promised follow-ups after each conversation.

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AFTER THE INTERVIEW

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Write down the questions while they are fresh.

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Score relevance, clarity, ownership, evidence, and brevity in the spreadsheet.

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Send a specific thank-you within the stated or locally appropriate window.

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Complete any promised follow-up without adding confidential information.

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Update one weak story before the next interview.

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