

Recast and Rise

JOB SEARCH +

INTERVIEW PREP GUIDE

A simple, complete, and
stress-free toolkit for your
next career move.

by Eve Castelo



WELCOME!

I'm glad you are here!

Hi, I'm Eve!

I'm an implementation manager, career transition coach, and former Cirque du Soleil performer.

After spending years onstage and then completely reinventing my own career, I became passionate about helping other creatives and professionals do the same. Today, I guide artists, performers, and creatives through the process of exploring new career paths with confidence.

I created Recast and Rise because I know firsthand that a career pivot isn't about "starting over." It's about carrying everything you already are into something new!

let's go!



HOW TO USE THIS GUIDE

This guide is designed to help you move through your job search and interview process with ease, no guessing, no overwhelm.

You'll find clear checklists, simple steps, and practical reminders you can use at your own pace.

Here are a few tips on how to use this guide:

1. Jump to the section you need. You don't have to read it in order.
2. Follow the checklists, they're designed to keep you organized and on track.
3. Take it one step at a time. Small, consistent action is all you need.
4. Return to it anytime, use it as your go-to reference throughout your job search.

**NOW
HIRING!**



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JOB SEARCH CHECKLIST

This checklist gives you a clear overview of what to do from the moment you **start exploring** new roles all the way through interview season.

A. START YOUR JOB SEARCH

Before diving in, lay the groundwork:

- Take a quick self-assessment: your strengths, values, and goals
- Refresh your resume so it reflects the direction you're heading
- Update your LinkedIn profile (photo, headline, summary, skills)
- Reconnect with people in your network and start casual conversations
- Dedicate time to focus on your job search

B. RESEARCH & PREPARATION

This stage helps you stay intentional instead of applying blindly:

- Research employers and companies that genuinely interest you
- Look at industries with opportunities aligned to your skill sets
- Review trends and in-demand skills in your field
- Create profiles on job platforms (ZipRecruiter, Indeed, etc.)
- Customize your cover letters for roles that interest you
- Build a simple system to track your applications

C. APPLICATION PROCESS

Stay organised:

- Using on your Master resume, tailor your resume for each role
- Keep versions of your documents neatly saved
- Track where and when you applied
- Note deadlines, follow-up dates, and responses

D. INTERVIEW PREPARATION

Doing some work early makes a big difference later:

- Prepare answers to common interview questions
- Practice responses to behavioral questions (ex; "Tell me about a time...")
- Rehearse out loud or schedule a mock interview with a friend or... ME!
- Research and learn about the people who may interview you
- Prepare thoughtful questions to ask the employer or hiring manager

E. POST-APPLICATION FOLLOW-UP

Stay engaged and proactive:

- Send thank-you emails after interviews
- Follow up after deadlines pass
- Check the status of applications regularly
- Dedicate time each week to learning or skill building



INTERVIEW PREP CHECKLIST

A practical, step-by-step guide for before, during, and after the interview.

A. BEFORE THE INTERVIEW

1. Research the Company

- Review their website and company mission
- Understand their products or services

2. Look Up Your Interviewers

- Check LinkedIn for their background and role

3. Review the Job Description

- Highlight responsibilities and key skills

4. Review Any Materials Provided by HR or the Recruiter

- Interview structure
- Instructions
- Preparation tips

5. Prep for Common Interview Questions

- Keep your answers simple and clear



6. Prep for Behavioral Questions

- Use the STAR method or short storytelling examples

7. Practice Out Loud

- Rehearse your answers
- Do a mock interview if possible

8. Prepare Questions to Ask

- Ask things that help you understand the role and the team.

9. Choose Your Outfit

- Something comfortable, polished, and aligned with the company vibe.

10. Get in the Right Mindset

- Use affirmations or grounding techniques you like.

B. THE DAY OF THE INTERVIEW

1. Set Up Your Space / Prepare Your Materials

- Keep a pen and paper nearby
- Have a copy of your resume ready
- For virtual interviews: test your link, camera, microphone, and lighting

2. Arrive Early

- Log in or show up a bit ahead of time

3. Take a Moment to Breathe

- Give yourself a calm 10–15 minutes before your interview.

C. DURING THE INTERVIEW

1. Show Up With Confidence (in a natural way)

- Make eye contact
- Use relaxed, open body language
- Smile when it feels natural

2. Manage Nerves

- If you feel pressure or anxiety, slow your breath
- Take small pauses when needed, it's completely okay

3. Be Yourself

- Stay authentic, professional, and grounded.

D. AFTER THE INTERVIEW

1. Send a Thank-You Note

- Short, warm, and personalized.

2. Follow Up

- Reach out weekly if you haven't heard back.

3. Reflect

- What went well?
- What would you adjust next time?

4. Keep Growing

- Strengthen skills
- Expand your network
- Stay consistent with your job search rhythm



Thank you!

A career transition doesn't have to feel confusing, intimidating, or overwhelming.

With the steps in this guide, plus clarity, support, and a **grounded strategy**, you can move toward your next chapter with confidence.

You don't have to guess your way through it. There's a method, and you're already on your way.

Stay in touch, and thank you for being here!

let's connect!

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