



# Journey CxO

## Interview Preparation Template

Cohort Group Meeting: February 2022

# Interview Preparation Template



- **Caveat:** Every interview (and interview process) is slightly different. Please tailor your preparation to what you know about the employer / interviewer expectations.
- **Goal: To stand out and be memorable.**
  - Often, your biggest competitor is no one being hired and the job remaining open.
  - Standing out and being memorable does involve taking risk that might also rule you out.
- **Preparation:** About the Company, Role etc. (Information to gather in advance.)
  - Company Homework: Stage, Business Model, Product (Problem / Solution)
  - Role Homework: Read the JD carefully; compare to other similar roles, note similarities and differences (what are appearing to highlight)
  - Interviewer Homework: Understand their background, read content they've written etc., check if you have people in common and other overlaps.
- **Tips and Tricks to Doing the above Well: Your suggestions:**

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# Interview Preparation: Question Themes



- **Leadership: How Do I Solve Problems and Interact with Others.**
  - Examples of Strategic Thinking: \_\_\_\_\_
  - Management Style: \_\_\_\_\_
  - What You Hire For / Build a Team: \_\_\_\_\_
- **Fit: Why am I the Right Person for the Role? (Be Specific)**
  - Industry Fit (Passion for the Problem): \_\_\_\_\_
  - Growth Fit (Good for Today and the Future): \_\_\_\_\_
  - Job Fit (Technical Competence): \_\_\_\_\_
- **Curiosity / Thought Process: Have I Considered Their Problems? (Be Specific)**
  - What Questions Do You Have? : \_\_\_\_\_
  - How Would You Approach the First 90 Days?: \_\_\_\_\_

# Interview Preparation: Know Thyself



- **Self Awareness:** What are you looking for (ideally) in this next role?

- Scope of Role: \_\_\_\_\_
- Company Culture: \_\_\_\_\_
- Relationship with Manager: \_\_\_\_\_
- Team Size (Player vs. Coach): \_\_\_\_\_
- Other: \_\_\_\_\_

- **Self Awareness:** What are my Weakness?

- #1: \_\_\_\_\_
- #2: \_\_\_\_\_
- Relationship with Manager: \_\_\_\_\_
- Team Size (Player vs. Coach): \_\_\_\_\_

# Interview Preparation: Write The Review



- **Pre-Mortem:** If I were the interviewer and had to assess the suitability of a person for this role, which I might find them “lacking” or “unconvincing”? Use this to create a checklist of things to mention, so that they right your review.
  - Factor 1: \_\_\_\_\_
  - Factor 2: \_\_\_\_\_
  - Factor 3: \_\_\_\_\_
- **Having “Ands” to Offset “Buts”:** People are wired to look for the reason to reject you (the “but”.) Leave with with other valuable, special skills you have (the “and”.)
  - And #1: \_\_\_\_\_
  - And #2: \_\_\_\_\_
  - And #3: \_\_\_\_\_