

EDITORIAL GUIDE

Interview Prep Checklist

A systematic, stage-by-stage preparation guide that covers everything from company research to post-interview follow-up.

INTERVIEW ESSENTIALS



tenure.law

Why Systematic Preparation Matters

Most candidates prepare haphazardly - reading the About page an hour before the call and rehearsing "tell me about yourself" in the mirror. That's activity, not preparation.

The candidates who consistently get offers aren't always the most qualified. They're the most prepared.

They walk in knowing the company's strategic priorities, the interviewer's background, and how their experience maps to what's needed. That level of preparation is visible.

Four phases: Before the Interview, Day-Of, During the Interview, and After the Interview.

Phase 1: Before the Interview

Company Research

Go beyond the About page. You're looking for strategic context.

- Company mission, products, and business model - from their website and recent press.
- Recent news: funding rounds, leadership changes, product launches.
- Competitive landscape: main competitors and differentiation.
- Financial context: funding stage, revenue model, growth trajectory.
- Glassdoor/LinkedIn: team size, growth patterns, employee sentiment.

Role Research

- Re-read the JD - highlight the top 5 requirements.
- Map your experience to each requirement with specific examples.
- Identify gaps and prepare how to address them.
- Research the hiring manager on LinkedIn.
- Find someone who works there, if possible.

Story Preparation

- Select 4–5 STAR stories matching this role's competencies.
- Practice 60-second and 2-minute versions.
- Prepare your 'Tell Me About Yourself' tailored to this role.
- Prepare 2–3 smart questions for each interviewer.

Phase 2: Day-Of

- Review your notes - research, role mapping, stories, questions.
- Test tech: camera, mic, internet, background (virtual).
- Dress one level above company norm.
- Arrive 10 min early (in-person) or log in 5 min early (virtual).
- Water, notepad, pen ready. Phone on silent.

Phase 3: During the Interview

- Listen more than you talk.
- Take brief notes on key points.
- Use STAR+ structure. Keep answers under 2 minutes.
- When you don't know: say so honestly, then describe your approach.
- Ask your prepared questions. Adapt based on what you hear.

Phase 4: After the Interview

- Send a thank-you email within 24 hours - specific to what you discussed.
- Note what went well and what to improve.
- Update your STAR Story Bank.
- Follow up if no response within the stated timeline.

The checklist is your pre-flight check. Use it for every interview, every stage. Preparation compounds.