Consultant Interview Prep Worksheet

For each interview, please complete and return the document in “reply all” to your email and/or calendar invite for this interview, prior to your interview prep sessions.

**Consultant Marketing Credentials:**

Marketing **Skype ID**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marketing **Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marketing **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interview Details:**

Name of **CLIENT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of **VENDOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of **INTERVIEWER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview **DATE & TIME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview **Medium**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation of LinkedIn/Twitter Review for Interviewer information. What is the role of the interviewer in the company and what should you consider when speaking with him/her/them?

1. Looking at the job description and resume, pull out specific items from your resume, and list them, that will relate to the job description:
2. What are the core values/mission statement/vision/ of the company – visiting the company website?
3. In what city is this project located, and provide some reasons why you like the city – excitement here is key:
4. Describe what the company does in 3 – 4 sentences.
5. What areas of focus is/has the job description concentrated in?
6. What are the unique characteristics for this role?
7. What version of the technology is the client looking to use?
8. What inferences can you make about the environment/role/scope of work based on the JD?
9. List 3-5 fact-finding questions would you ask the interviewer based on the JD?
10. Based on the major scope/function of this project, what are the most important aspects to include in your **tailored elevator speech**?
11. Which technologies/functions/aspects of the job description are you most comfortable with?
12. Which (if any) areas of the job description cause you the most concern and what technical questions do you have?
13. How would you rate your confidence and ability to take the call on a scale of 1-10?

**Now Let’s Take Notes:** This portion of the document is to be used DURING your tech prep and ensure you take notes versus just listening. This will ensure you have something in which to refer/study in the future, PRIOR to the interview. Your tech will be looking for out for you to take diligent notes.