HenryHQ Feature Reference
Complete Guide to Your Career Coach & Platform Features

Meet Henry: Your Career Coach

From the moment you start your job search with HenryHQ, Henry is with you. Henry is a career coach who understands the recruiting process from the inside: how candidates get screened, what makes hiring managers say yes, and where most job seekers sabotage themselves without knowing it. This isn't generic career advice or a chatbot giving you templates.

Henry guides you through every stage of your job search. When you're researching roles, Henry helps you understand whether you're competitive before you waste time applying. When you're preparing documents, Henry ensures your resume and cover letter position you strategically for each specific opportunity. When you're interviewing, Henry prepares you for what's coming and helps you debrief after to understand what worked and what didn't. When you get an offer, Henry helps you negotiate from a position of knowledge.

Henry touches every screen in the platform. Ask questions while reviewing your fit analysis. Get guidance while preparing for an interview. Debrief after a tough conversation. Henry knows where you are in your search, what applications you have active, and what's coming next. The goal is simple: give you the strategic insight that candidates with recruiter connections get, available to everyone.

What Henry Won't Do

Henry won't fabricate experience, invent metrics, or tell you what you want to hear. If you're not a fit for a role, Henry will tell you. If your interview answer was weak, Henry will explain why. Elite professionals immediately notice when something doesn't add up. We won't put you in that position. Honest feedback is how you improve.

Tier Access: Henry conversations available at Recruiter and above. Recruiter: 15/month. Principal: 30/month. Partner and Coach: Unlimited.

Contents

1. Job Fit Scoring (50/30/20)

Overview

Job Fit Scoring evaluates how well your background matches a specific role. Rather than a vague percentage, we break fit into three weighted components that reflect how recruiters actually evaluate candidates during screening.

The 50/30/20 Breakdown

50% - Skills Match

Do you have the technical and functional skills the role requires? This includes hard skills (programming languages, tools, certifications) and soft skills (leadership, communication, stakeholder management). We compare skills in the job description against skills demonstrated in your resume. This carries the most weight because skills gaps are the most common reason candidates get screened out.

30% - Experience Match

Does your work history align with what the role needs? This evaluates industry relevance, functional experience, years of experience, and the types of problems you've solved. A product manager with B2B SaaS experience will score higher for a B2B SaaS PM role than someone with equivalent skills but only B2C experience.

20% - Scope/Seniority Match

Are you at the right level? This measures team size managed, budget responsibility, organizational influence, and decision-making authority. A director applying for a senior manager role might have skills and experience but be misaligned on scope.

6-Tier Recommendation System

Score	Label	Meaning
85-100%	Strong Apply	Highly competitive. Role aligns well with your background.
70-84%	Apply	Solid fit. Minor gaps addressable in your application.
55-69%	Consider	Gaps exist. Apply only if you can clearly address them.
40-54%	Apply with Caution	Significant gaps. Weigh whether it's worth your time.
25-39%	Long Shot	Major gaps. Low probability of advancing.
0-24%	Do Not Apply	Fundamental misalignment. Don't waste your time.

Eligibility Gating

Some requirements are non-negotiable. If a role requires seven or more years of people leadership and you have none, we'll tell you directly with an eligibility flag rather than giving false hope with a "Consider" recommendation. Hard requirements include years of experience thresholds, required certifications, security clearances, and specific domain expertise.

Reality Check

For roles where you're a stretch, we provide market context: expected applicant volume, competitive talent pool, how saturated the role is, and whether it's worth your time given the competition. This helps you make informed decisions about where to invest your energy.

Tier Access: Available at all tiers. Company & role intelligence (deeper context) available at Principal and above.

2. Resume Analysis & Quality Score

Overview

Resume Analysis evaluates the quality and effectiveness of your resume independent of any specific job. This tells you whether your resume is market-ready or needs work before you start applying.

Quality Score (0-100)

Every resume receives a quality score from 0-100 based on multiple evaluation dimensions. The score identifies specific weaknesses before you apply, so you're not wondering why you're not getting callbacks.

What We Evaluate

Content Quality

Are your bullet points impact-driven? Do they quantify results? Do they demonstrate scope and ownership? We look for action verbs, measurable outcomes, and clear articulation of your contributions versus team achievements. We flag generic language ("team player," "results-oriented") and weak bullet points.

ATS Compatibility

Will your resume parse correctly through Applicant Tracking Systems? We check formatting, file structure, header usage, font choices, and potential parsing errors. A beautiful resume that gets mangled by ATS software is worthless.

Keyword Coverage

Does your resume include the terminology your target roles use? We analyze industry-standard keywords, skill terms, and role-specific language to ensure your resume speaks the same language as job descriptions.

Structure & Readability

Can a recruiter scan your resume in six seconds and understand your value? We evaluate information hierarchy, visual flow, section organization, and whether your most relevant experience is prominent.

Career Narrative

Does your resume tell a coherent story? We look for logical progression, explained transitions, and a clear through-line connecting your experience to your target roles.

Seniority/Level Detection

We automatically detect your career level based on your resume content: Individual Contributor, Manager, Senior Manager, Director, VP, or Executive. We also extract years of experience and leadership experience patterns. This helps identify whether you're positioning yourself correctly for your target roles.

Tier Access: Basic analysis at Sourcer. Document quality scoring at Principal and above.

3. LinkedIn Alignment Analysis

Overview

LinkedIn Alignment Analysis evaluates how well your LinkedIn profile supports your job search. Your LinkedIn is often the first place recruiters look after seeing your resume. Misalignment between the two creates confusion and costs you opportunities.

LinkedIn Score (0-100)

Your LinkedIn gets a score from 0-100 based on completeness, keyword optimization, and recruiter appeal. The score identifies specific areas where your profile is helping or hurting your search.

What We Evaluate

Profile Completeness

Is your profile fully built out? We check headline, summary (About section), experience descriptions, skills section, recommendations, education, and media. Incomplete profiles signal low engagement.

Resume Consistency

Does your LinkedIn match your resume? We compare job titles, employment dates, company names, and responsibilities side-by-side. Discrepancies raise red flags for recruiters and can disqualify you from consideration.

Headline Effectiveness

Does your headline communicate your value proposition? We evaluate whether your headline is optimized for search, clearly states what you do, and appeals to your target audience. "Open to opportunities" is not a headline strategy.

Summary Impact

Does your About section hook the reader? We look for clear positioning, relevant keywords, demonstrated expertise, and a compelling narrative that makes recruiters want to learn more.

Keyword Optimization

Will recruiters find you when they search? We analyze whether your profile includes the terms recruiters use when sourcing for your target roles. Being invisible in LinkedIn search means missing inbound opportunities.

What You Get

Beyond analysis, we provide actionable output: optimized headline options, a rewritten About section, and improved experience bullets. We don't just tell you what's wrong. We help you fix it.

Tier Access: Profile analysis at Sourcer and above. Section-by-section recommendations at Principal. Full optimization (rewriting) at Partner and Coach.

4. Tailored Document Generation

Overview

HenryHQ generates tailored resumes and cover letters for each role you target. These aren't templates with swapped keywords. Each document is strategically crafted to position you for the specific opportunity.

Tailored Resume

Your resume is rewritten to emphasize the skills, experience, and accomplishments most relevant to each role. We reorder sections, adjust emphasis, incorporate role-specific keywords, and ensure ATS compatibility. You see exactly what changed and why before downloading.

Tailored Cover Letter

Each cover letter is written specifically for the role and company. We address the core requirements, connect your experience to their needs, and close with confidence. No generic templates. No fluff.

ATS Optimization

Every document is optimized for Applicant Tracking Systems. We ensure proper formatting, keyword density, and structure so your application doesn't get filtered out before a human sees it.

'Here's What I Changed' Explanations

Before you download, we show you exactly what changed and why. You understand the strategic decisions behind every edit, which helps you talk about your experience in interviews.

Zero Fabrication Policy

We never invent experience, metrics, or accomplishments. Every claim in your documents comes from your actual background. Elite professionals immediately notice fabricated content. We won't put you in that position.

> **Tier Access:** Sourcer: Three resumes, three cover letters. Recruiter: 15. Principal: 30. Partner and Coach: Customized based on strategic need.

5. Document Refinement via Henry

Overview

After generating your tailored documents, you can refine them through conversation with Henry. Tell him what to change, and the documents update in real-time.

How It Works

Simply tell Henry what you want: "Make it more senior," "Add keywords X, Y, Z," "Emphasize my leadership experience," "Tone down the technical jargon." Henry updates the document and shows you the changes.

Version Tracking

Every refinement creates a new version. You can compare versions, see what changed between iterations, and revert if needed. Your document history is preserved.

Tier Access: Partner and Coach only.

6. Screening Questions Analysis

Overview

Many applications include screening questions that can auto-reject you before a human ever sees your resume. We analyze these questions, identify knockout risks, and provide strategic answer guidance.

What We Do

Knockout Question Detection

We identify questions designed to auto-reject: years of experience thresholds, required certifications, willingness to relocate, salary expectations. You'll know which answers will disqualify you.

Strategic Answer Guidance

For each question, we provide recommended answers with honesty flags. We'll tell you the strategic answer and whether it requires stretching the truth. You decide how to proceed.

Risk Assessment

We flag high-risk questions where your honest answer might disqualify you. This helps you decide whether to apply or save your energy for better-fit opportunities.

> **Tier Access:** Recruiter and above.

7. Interview Preparation

Overview

Interview preparation gives you everything you need to walk into an interview confident and prepared. We generate role-specific guidance based on the job description and your background.

What's Included

Talking Points

Key points to hit in the interview, aligned to what the role requires and what your background offers. These are the themes you should weave throughout your answers.

Gap Mitigation Strategies

For every gap identified in your fit analysis, we provide a mitigation strategy. How to address the gap proactively, reframe the conversation, or redirect to your strengths.

60/90-Second Elevator Pitch

A tailored introduction script for when they ask "Tell me about yourself." Structured to highlight what matters most for this specific role. Long enough to be substantive, short enough to stay engaging.

Company Research Guide

What to research before the interview: company news, recent announcements, team structure, interviewer backgrounds, and questions that demonstrate you've done your homework.

Intro Delivery Feedback (Partner and above)

Practice your intro and get feedback on delivery. We coach you on pacing, emphasis, and how to make it sound natural rather than rehearsed.

Tier Access: Limited access at Recruiter. Full access at Principal. Delivery feedback at Partner and Coach.

8. Mock Interviews

Overview

Practice interviews that prepare you for the real thing. Get role-specific questions and real-time feedback on your answers. Track improvement over time.

How It Works

Role-Specific Questions

Questions are generated based on the specific job description, not generic interview prep. You practice for the actual interview you're about to have.

Real-Time Feedback

After each answer, you receive feedback: what worked, what didn't, how to improve. Coaching happens in the moment, not after the session.

Session History

Review past mock interview sessions. Compare performance across attempts. See how you've improved on specific question types.

Question-Specific Coaching

Detailed feedback on each answer: structure, content, relevance, delivery. We tell you exactly what to change and why.

Progressive Difficulty (Coach only)

Questions get harder as you improve. Start with fundamentals, advance to complex scenarios. The system adapts to your level.

> **Tier Access:** Recruiter: One mock interview/month (recruiter screen format only). Principal: Five/month. Partner: Ten/month. Coach: Unlimited with progressive difficulty.

9. Interview Debrief Intelligence

Overview

After an interview, debrief with Henry to understand how it went and what to improve. We analyze your performance and identify patterns across multiple interviews.

What's Included

Debrief Analysis

Walk through the interview with Henry: what questions were asked, how you answered, what went well, what felt off. Henry helps you process and learn from every interview.

Debrief Conversation

Conversational debrief where you can ask follow-up questions. "How should I have answered that?" "Was my closing strong?" "What signals did I miss?

Transcript Analysis

If you have a recording or transcript of the interview, we can analyze it directly. Pull out key moments, identify missed opportunities, and generate specific coaching.

Pattern Analysis (Coach only)

Cross-interview analysis: "You've stumbled on behavioral questions three times." "Your technical answers are strong but you're weak on culture fit questions." Identifies systemic issues.

Interviewer Signal Analysis (Coach only)

Read between the lines: What did the interviewer's questions suggest about their concerns? What signals indicate you're advancing? What red flags did you miss?

> **Tier Access:** Basic debrief at Sourcer and above. Full debrief conversation at Principal. Pattern and signal analysis at Coach only.

10. Story Bank

Overview

Story Bank is your library of behavioral interview examples. Store STAR stories, tag by competency, track usage, and get auto-suggestions for upcoming interviews.

Features

Story Management

Store your best behavioral examples in structured STAR format (Situation, Task, Action, Result). Access them instantly when preparing for interviews.

Competency Tagging

Tag stories by competency: leadership, conflict resolution, innovation, failure, teamwork, and more. Quickly find the right story for any behavioral question.

Effectiveness Scoring (Coach only)

Track which stories land well in interviews and which fall flat. We help you identify your strongest examples.

Overuse Detection (Coach only)

"You've used this story three times. Time to rotate." Prevents you from relying too heavily on the same examples across interviews with the same company.

Auto-Suggest in Prep

When preparing for an interview, we suggest relevant stories from your bank based on the likely questions for that role.

> **Tier Access:** Partner and Coach. Effectiveness scoring and overuse detection at Coach only.

11. Application Tracker

Overview

Track all your applications in one place. See status, next steps, and follow-up reminders. Never lose track of where you stand.

Features

Application Status

Track every application through stages: Applied, Screening, Interview, Offer, Rejected, Withdrawn. See your full pipeline at a glance.

Follow-Up Reminders (Partner and above)

Automated reminders to follow up on applications that have gone silent. We suggest timing and provide follow-up templates.

Application Notes

Add notes to each application: who you talked to, what was discussed, next steps. Everything in one place.

> **Tier Access:** Recruiter and above. Follow-up reminders at Partner and Coach.

12. Pipeline Intelligence

Overview

Pipeline Intelligence analyzes your job search patterns to identify what's working and what's not. Understand why you're stalling and where to focus.

Features

Application Alerts

Get notified when applications go stale. "You applied three weeks ago with no response. Time to follow up or move on.

Pipeline Pattern Recognition (Coach only)

Identify what's working: "You're getting interviews for PM roles but not for strategy roles." "Companies under 500 employees respond better to you.

Rejection Forensics (Coach only)

Analyze rejection patterns: Where in the funnel are you dropping? Are you getting screened out before interviews or failing at final rounds? Different problems require different solutions.

> **Tier Access:** Application alerts at Principal and above. Pattern recognition and rejection forensics at Coach only.

13. Offer & Negotiation Support

Overview

When you get an offer, we help you evaluate it and negotiate effectively. Understand your leverage and maximize your outcome.

Features

Salary Benchmarking

Market data for the role, level, and location. Know what comparable candidates are getting so you negotiate from knowledge, not guesswork.

Negotiation Guidance (Partner and above)

Strategic advice on when and how to negotiate. Counter-offer frameworks, what to push on, what to accept, and how to handle pushback.

Full Negotiation Support (Coach only)

Comprehensive negotiation coaching: script development, scenario planning, benefits analysis, equity evaluation, and strategy for complex offers.

> **Tier Access:** Salary benchmarking at Principal and above. Negotiation guidance at Partner. Full support at Coach.

14. Dashboard Analytics

Overview

Your dashboard shows job search progress and performance metrics. Understand what's working and where you need to improve.

Metrics by Tier

Tier	What You See
Sourcer	Applications submitted, interviews scheduled, interview rate, average time to interview
Recruiter	Full metrics: all Sourcer metrics plus funnel visualization, response rates, stage-by-stage tracking
Principal	Full metrics plus application alerts
Partner	Full metrics plus Henry insights interpreting your data
Coach	Full metrics plus benchmarking against similar candidates in comparable searches

The dashboard exists to make your progress visible. Seeing your interview rate climb or identifying where you're dropping off helps you adjust strategy in real-time rather than wondering why nothing's working.

15. Live Career Coaching Sessions

Overview

Live sessions with a Career Coach provide dedicated time to work through your job search strategy, prepare for high-stakes interviews, or navigate complex decisions like offer negotiations.

What to Expect

Live sessions are one-on-one conversations focused on your specific situation. Come with questions, challenges, or decisions you're facing. Walk away with clarity and a plan.

Session Types

Strategy Review: Evaluate your overall job search approach. Are you targeting the right roles? Is your positioning working?

Interview Prep: Deep preparation for a specific upcoming interview. Role-play, refine your pitch, anticipate tough questions.

Offer Negotiation: Work through a live offer. Evaluate the package, develop your counter-strategy, practice the conversation.

Career Planning: Bigger picture guidance. What's the right next move? How do you position for the role after this one?

> **Tier Access:** Partner: One 30-minute session per month. Coach: Two 45-minute sessions per month.