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. If select information is missing (Ex: interviewer name, role, and if he/she works for vendor or client or historic questions) – ADVOCATE for yourself and ask.

**Consultant Marketing Credentials:**

Marketing **Skype ID** (and is there a group support Skype created yet? If not, create one): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Interview Details:**

**CLIENT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VENDOR**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERVIEWER and INTERVIEWER ROLE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**MEDIUM**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Confirmation of LinkedIn 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 based on their role – advocate for yourself and get this info before the interview if it's not provided up front in your invite.
2. Looking at the job description and resume, pull out specific items from your resume, and list them, that will relate to the job description – don’t just list them, state why, how – give context how it relates:
3. What are the core values/mission statement/vision/ of the company – visiting the company website?
4. In what city is this project located, and provide some reasons why you like the city – excitement here is key:
5. Describe what the company does and it's products, apps, or body of work in general.
6. What areas of focus is/has the job description concentrated in?
7. What are the unique characteristics for this role?
8. What version of the technology is the client looking to use? what version year release
9. What inferences can you make about the current state of the production environment and pain points they could be facing currently and or immediate task that needs completion based on the JD, your research, and the historic questions?
10. List 3-5 fact-finding, diagnostic questions would you ask the interviewer based on the JD?
11. Based on the major scope/function of this project, what are the most important aspects to include in your **tailored elevator speech**?
12. Which technologies/functions/aspects of the job description are you most comfortable with?
13. Which (if any) areas of the job description cause you the most concern and what technical questions do you have?
14. How would you rate your confidence and ability to take the call on a scale of 1-10?
15. Based on your review of the app (for mobile) answer this:

* How many downloads?
* What are the app ratings?
* What are the app features?
* What are the common user review comments?
  + Based on the comments what changes or enhancements would you recommend?

1. If this isn’t mobile, and it's Hadoop, EX, DS, etc., you need to be thinking about what you suspect the client pipeline or environment size to currently be and compare that to \*your\* environment, size, and architectural pipeline breakdown. Number of clusters, nodes, amount of data processed, number of servers, mailboxes, DAGs, pools, how everything interconnects/related and why certain decisions were made for the architecture.

**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.