

# Action Items — AbbVie / Sterling Engineering

*Building Automation Controls Engineer*

## ● Urgent — Before Interview (2026-02-10)

- ☒ Review LinkedIn Profile 1 — [Gino Pisano](#) (HVAC Controls Software Developer, peer)
- ☒ Review LinkedIn Profile 2 — [John Walters](#) (Associate Director, likely hiring manager)
- ☒ Review LinkedIn Profile 3 — [Michael Ester](#) (27-year HVAC Controls Engineer)
- ☒ Prepare tailored interview questions → [interview\\_questions.md](#)
- ☒ Stage resume → Documents/Resume Versions/
- ☒ Expert panel interview strategy → [panel\\_review\\_interview\\_strategy.md](#)
- ☒ Integrate Sterling Engineering HR guides → in strategy doc
- ☒ Research Sterling Engineering & AbbVie → [company\\_research.md](#)
- ☒ Research salary / rate expectations → [salary\\_research.md](#)
- ☒ Identify best references → [reference\\_selection.md](#)
- ☒ Draft tailored resume (BAS-focused) → [Justice McKinney BAS Focused.md](#)
- ☐ **YOU: Read the panel strategy doc** — 5 talking points + gap responses + audience matrix + Sterling guidance
- ☐ **YOU: Review tailored resume** — approve or adjust before interview
- ☐ **YOU: Fill out Sterling Reference Request Form** ( Documents/HR and Onboarding Docs/Sterling Reference Request Form.doc ) — use top 3 references
- ☐ **YOU: Heads-up to references** — text William Carter, Simon Sopt, Ike Riley Jr.
- ☐ **YOU: If video interview** — test camera, mic, lighting, background per Sterling guide
- ☐ **YOU: Review Sterling's pre-interview checklist** (bottom of strategy doc)

## ● Before Offer Stage

- ☒ Research Sterling Engineering — company size, AbbVie partnership scope ☒
- ☒ Research AbbVie facility — location, building types, automation scope ☒
- ☒ Prepare salary / rate expectations ☒
- ☒ Identify best references for controls engineering ☒

## ☒ Completed (by system)

- ☒ Screening call with Mary Gallian & Matthew Connelly (2026-02-09)
- ☒ LinkedIn profile review and dossier creation (2026-02-09)
- ☒ Panel-reviewed interview strategy (2026-02-09)
- ☒ Certifications summary created (2026-02-09)
- ☒ Sterling HR guides integrated into strategy doc (2026-02-09)
- ☒ Company research — Sterling Engineering + AbbVie + job description (2026-02-09)
- ☒ Salary & rate research with negotiation positioning (2026-02-09)
- ☒ Reference selection with strategic ranking (2026-02-09)
- ☒ Tailored resume — BAS-focused version (2026-02-09)