

Reference Prep Work

What's the role?

List the name of the company, the job, and a recap of the duties. A link to the job post is helpful if there's one handy, as well as any impressions you've picked up from HR, the hiring manager, etc.

What are the top 3–5 qualities you want to showcase?

Not quite sure where to direct the focus? List out what questions you've been asked in your interview(s) so far.

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How are you framing your work style and experience?

Describe the results and experiences you've shared so far that I can “yes, and” in my conversation.

What are you nervous about?

Any weaknesses your interviewer has been probing? Holes in your experience? Parts of the interview you think you fumbled?

Anything else?

Including but not limited to: things you've fudged a little that I could potentially contradict, style of the interviewer, incidents or experiences you'd like me to avoid, etc.